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HIV Health Services Planning Council  
Steering Committee Retreat  
Friday, January 21, 2011  
San Francisco Zen Center  
308 Page Street, San Francisco  
9:30am - 4:00pm

*Draft Agenda*

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- |       |   |                      |
|-------|---|----------------------|
| I.    | Coffee and Continental Breakfast  | 9:30 AM              |
| II.   | Welcome   | Co-Chairs 10:00 AM   |
| III.  | Review/Approve Agenda and December 20 <sup>th</sup> 2010 DRAFT Minutes – VOTE   | 10:02 AM             |
| IV.   | Public Comment  | 10:05 AM             |
| V.    | Announcements   | 10:10 AM             |
| VI.   | Review of the Day   | Mark Molnar 10:15 AM |
|       | <i>Public Comment on this item</i>  |                      |
| VII.  | Introductions and Ice Breaker   | Mark Molnar 10:20 AM |
|       | <i>Public Comment on this item</i>  |                      |
| VIII. | Implications of Governor's Budget and General Funds   | Bill Blum 10:40 AM   |
|       | <ul style="list-style-type: none"><li>• Is there anything in the Governor's budget that may impact SF EMA?</li><li>• What information do we need in order to plan?</li><li>• Are there any San Francisco General Funds issues that impact the SF EMA?</li></ul> |                      |
|       | <i>Public Comment on this item</i>  |                      |
| IX.   | Implications of the Add-Back Loss of and RWPA Funds   | Bill Blum 10:55 AM   |
|       | <ul style="list-style-type: none"><li>• What information do we need in order to plan?</li><li>• Are there any department or City-level activities that are happening that may impact this loss?</li></ul>   |                      |
|       | <i>Public Comment on this item</i>  |                      |
-

X. Break 11:10 AM

XI. Approval of Council Agenda for January 24, 2011 – VOTE 11:20 AM

*Public Comment on this item.*

XII. Council Updates Mark Molnar, CM Ramos, CM Scarce and CM Andrews 11:25 AM

- A. Cultural Inclusiveness
- B. Demographics
- C. Community Outreach and Listening Group
- D. EMA Needs Assessment
- E. 2011 Focus Group (s)
- F. Policies and Procedures Workgroup
- G. 2011 Trainings
  - 1. Robert's Rules of Order
  - 2. Council and Committee Skills-Building

XIII. Council Leadership Mentoring John Andrews 12:00 PM

XIV. Lunch 12:30 PM

XV. Planning for 2011 1:00 PM

- A. Prioritization of Service Categories
  - 1. What do we know?  
*What information do we have?*
  - 2. What do we need to know?  
*What additional information do we need to get?*
  - 3. How do we get the information we need to know?  
*What do we need from DPH and other sources?*  
*What will the Presentation Summary document look like and who will have ownership?*
  - 4. Next Steps
- B. Resource Allocation and Potential Reductions
  - 1. What do we know?  
*What information do we have? What allocation scenarios were decided upon at the 2010 Planning Summit?*
  - 2. What do we need to know?

What additional information do we need to get?

### 3. Next Steps

*Public Comment on this item*

#### XVI. Break

2:50 PM

#### XVII. Three-Year Plan Update

Mark Molnar 3:00 PM

Reviewing and updating the goals and timelines of the HHSPC Three-Year Plan.

*Public Comment on this item*

#### XVIII. Putting It Together

3:30 PM

Reviewing information from the day and synthesizing it into a work plan/timeline

*Public Comment on this item*

#### XIX. Wrap Up – VOTE

3:50 PM

*-Next meeting is tentatively scheduled for Monday, February 21<sup>st</sup> 2011 at 25 Van Ness, Room 330A.*

*Public Comment on this item*

#### XX. Adjourn

4:00 PM

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*HIV Health Services Planning Council*

*730 Palk Street, 3<sup>rd</sup> Floor, San Francisco, CA 94109*

*Son Francisco Department of Public Health, HIV Health Services Office  
25 Von Ness Avenue, 5th Floor, San Francisco, CA 94102*

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*HIV Health Services Planning Council Offices, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.*



HIV Health Services Planning Council

Friday, January 21, 2011

San Francisco Zen Center

308 Page Street

9:30 am – 4:00 pm

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**Committee Members Present:** John Andrews, Wade Flores, Lee Jewell, Gerardo Ramos, Michael Scarce, Eric Sutter, Laura Thomas, Channing Wayne

**Committee Members Absent:** Mark Molnar [LOA], Michelle Spence

**Others Present:** Mark Agtane, Bill Blum [DPH-HHS], Celinda Cantu [DPH-HHS], Cicily Emerson, Dean Goodwin [DPH-HHS], Chris Harris, Mary Lawrence Hicks, Rachel Matillano, Ken Pearce, Charles Siron

**Support Staff Present:** Enrique Asis, William Ching, T.J. Lee, Mark Molnar

*Draft Minutes*

- I. **Coffee and Continental Breakfast**  
Coffee and a continental breakfast were offered to Committee members.
- II. **Welcome**  
Council Co-Chair Jewell convened the meeting at 10:07 am and everyone introduced themselves.
- III. **Review/Approve Agenda and December 20<sup>th</sup> 2010 DRAFT Minutes – VOTE**  
The Committee reviewed and approved the agenda and December 20<sup>th</sup> 2010 DRAFT Minutes by consensus.
- IV. **Public Comment**  
There were no public comments.
- V. **Announcements**
  - CM Harris announced that HOPWA will still be in place, despite the Governor's budget proposal that would eliminate all redevelopment agencies. New agencies may pick up or administer the "redevelopment" work.
  - CM Ramos announced that the SF AIDS Foundation will be moving to 1035 Market Street and that CM Spence will be attending an all-day training today.
- VI. **Review of the Day**  
CM Molnar briefly reviewed and elaborated on the agenda for the day. CS Molnar also talked about his interim role as Council Director, which will be in place until the end of February 28. He may or may not extend his LOA.
- VII. **Introductions and Ice Breaker**  
CS Molnar Introduced an icebreaker where he encouraged Committee members to talk about something they enjoy outside their job.
- VIII. **Implications of Governor's Budget and General Funds**

Bill Blum prefaced his talk about the budget by providing a little context. With each budget year continually in the red, the Council and the community at large has come a long way since the start of the epidemic.

ADAP updates: co-pays are proposed to change and will range from 5-10% of adjusted-gross income starting at 100% of poverty level, down from the original 400% of federal poverty level. DPH have started researching Healthy San Francisco enrollees to see if they are able to absorb those extra costs. There is no indication that the formulary will change. Take home message: the Council may use Ryan White Part A funds to defray co-pay costs.

Funding for residential aide facilities may not come back. SFDPH Director Barbara Garcia suggested an across the board 5% cut, rather than targeted cuts for the community fund for DPH programs. Bill Blum explained the cascading tiers of funding, starting with federal program dollars, then states, then specialty federal programs, which include HIV Health Services, then the city and county safety nets as the last resorts.

DPH-HHS passed around a draft of the HHS Estimate of ADAP Co-Pay Potential Set Aside, which is on file at the Council Support staff office.

**IX. Implications of the Add-Back Loss and RWPA Funds**

Bill Blum continued the discussion about the budget. An estimated \$4.9 million for the SF EMA-wide stop-loss will disappear, with \$4.3 million gone for SF alone. Even with the loss of funds, the Council will remain in compliance with core services at 75.3%. Whatever cuts that the EMA will take, Barbara Garcia will put in a structural request, preemptively procuring and securing money for the Council. Bill Blum stated that 2011 will be very uncertain in terms of funding.

There will be a lot of contingencies, depending on the Board of Supervisors who may or may not lessen the budget shortfall. Many predict that the federal and state governments will lapse on their budget deadlines. Committee members expressed concern and wondered if it would be prudent to make budget adjustments now, in the face of unpredictable cuts.

**X. Break**

The Council took a short break at 11:31 am and reconvened at 11:55 am.

**XI. Approval of Council Agenda for January 24, 2011 – VOTE**

The Committee reviewed, amended and approved the January 24, 2011 DRAFT agenda by consensus.

**MOTION-CM Ramos/CM Wayne:** To add an agenda item to the full council agenda for the Community and Outreach Listening proposal. **The motion passed by consensus.**

**XII. Council Updates**

CS Molnar provided the Committee with some general updates:

- a) Cultural inclusiveness – The process has been temporarily suspended but it is now back on track. Consultant Veronica Neale will be attending all Committee meetings at least twice and her end objectives will remain the same: to convene a council training, as well as another training session to train Council members to sustain the work. The cultural inclusiveness project will hopefully be completed by the fall of this year.

- b) Demographics – The Council is in line with its ongoing goal of mirroring the San Francisco EMA demographics.
- c) Community Outreach and Listening Group – after conducting outreach sessions, the group convened to create a schedule and structure to continue the work. The COL Team will conduct sessions at five potential advisory committees, with a goal of one per quarter.
- d) EMA Needs Assessment – The Co-Chairs have decided to postpone an SF EMA-wide needs assessment indefinitely, in light of budget turmoil. Targeted focus groups will become more important. Committee members expressed stressed the concern to continue gauging the needs of the most vulnerable populations.
- e) 2011 Focus Group(s) – Two different demographics will be chosen for 2011, the first population is transgender women, with the second yet to be determined. One possibility is convening a trans-task force, one similar to the HIV and Aging Workgroup. CS Molnar and CM Scarce have already met with Joanne Keatley with the UCSF Trans Task Force and will follow up on possibly further collaboration. The Committee stressed the needs to work alongside other community groups and not to duplicate similar efforts.
- f) Policies and Procedures Workgroup – CM Andrews presented the Committee with an updates relating to the Policy and Procedure Workgroup. CM Andrews said the workgroup is much more than just policies and procedures and that the scope has now enlarged to become more of a council member manual. He also passed out a working draft of the table of contents of the manual.

A copy of the summary of updates is on file with the Council Support staff office.

- g) 2011 Trainings
  - a. Robert's Rules of Order – To be scheduled within the next several months.
  - b. Council and Committee Co-Chair skills-building – Date yet to be determined.
- h) POI – CM Pearce has provided POI update. The committee is an intersection between prevention and care. There are currently three members from CARE while prevention provides seven members. He expressed concern that care is not nearly as well represented on POI and encouraged council members to join and contribute to the conversation. POI will be tasked to focus on health disparities and inequities and how it related to the National HIV/AIDS Strategy.

### **XIII. Council Leadership Mentoring**

CM Andrews facilitated a discussion on council leadership. Posed questions to Committee members: What are we doing to nurture current leaders? Is that enough? Should we be doing anything more? CM Andrews then led a brainstorming session with Committee members.

#### **Service Leadership:**

##### **Qualities needed:**

- Listening
- Empathizing & Supporting
- Perceptiveness and sensitivity
- Collaborating
- Persuading and influencing



- Flexibility
- Visioning

Other qualities:

- Knowledge and awareness of issues
- Ability to relate to different communities
- Facilitation abilities
- Values driven
- Awareness of the concepts of humility and status
- Willingness to learn and ability to teach
- Time and other practical matters
- Self-awareness including awareness of privilege and other contexts
- Willingness to take risks (and sometimes fail)

How do we develop leaders?

- Mentoring
- Orientation
- Attending meetings
- Invite leadership
- Volunteering leadership
- Experience and knowledge as a resource
- At-large member of Steering Committee
- Matching passions, interests with different roles
- Yahoo Group and Council Website
- Step back to allow new leadership
- Addressing/engaging different learning styles
- Matching new leadership with experienced leadership
- Succession planning
- Avoid blame
- Respect process
- Encourage quieter members to step up
- Address barriers to “traditional” or institutional processes and formats through education or modification of processes or proposing alternative models

Copies of the handouts are on file at the Council Support staff office.

**XIV. Lunch**

The Committee broke for lunch at 1:33 pm and reconvened at 2:08 pm.

**XV. Planning for 2011** CS Molnar started a discussion of priority setting list and if and how the Council will be able to incorporate it into the 2011 plans.

- Prioritization of Service Categories – after motions proposing to shift service categories failed at last year’s Summit, the Committee will consider how to approach the topic this year. The current service category priority order is separated into two sections: core and support services, primarily to remain consistent with HRSA categories. CS Molnar explained the history behind the current listing and how

certain categories have been prioritized as such. Many categories have been funded either by Ryan White funds and general funds, and they have been handed back and forth in the past. Following the Summit, Council Members have wondered why the Council is only prioritizing certain categories. The question that faces the Council now: should we or should we not open the entire list to discussion?

CM Pearce said that it is not just about prioritization and allocation; it is about whether Council Members understand each category on its own and how they relate to one another. Many Council Members were still confused. Setting up the framework where it pits one category against the other is not productive. CM Thomas stated the council has a clear mandate to open up discussion of service category settings.

Bill Blum stated that the A/OMC (EIP) category could be taken out and health insurance assistance could be added. Health care reform is primarily handled through the Office of Primary Care. Blum suggested that the Council commission a presentation to help understand the system, which will look a lot like COEs and medical home models.

CM Hicks advocated for an education process about what these services are. Some Council members are a little confused due to the amount of information on the list. Some Committee members suggested combining or renaming categories. While some categories are not funded by Ryan White dollars, they remain on the list to make a political and social statement. CM Andrews stated that proximity in time is important, perhaps reifying the fact of holding a two-day summit in which all the critical information is presented on the first and all the decisions are made on the second. CM Hicks seconded this idea.

Committee members also discussed expanding the definition of recusals and distinguishing it from abstentions and how the GPA and CMA committees may further cooperation.

b) **Resource Allocation and Potential Reductions**

This agenda item will be moved to the end of the agenda.

**XVI. Break**

The Council forwent this agenda item.

**XVII. Three-Year Plan Update**

The Committee reviewed the three-year plan, making any changes as necessary.

Changes are on file at the Council Support staff office.

**XVIII. Putting It Together**

The Committee combined this item with XIX.

**XIX. Wrap up – VOTE**

The Committee reviewed their day-long discussion. The COL proposal and agenda item has been approved to be slated on the Full Council agenda. The Council Support will report back to the Council's Committees and the Council will move forward with exploring a transgender working group, prioritization and allocation discussions and the loss of addback funds.

**XX. Adjourn**

The meeting was adjourned by Co-Chair Jewell at 4:25 pm.

Steering Committee

HIV Health Services Planning Council

Roll Call: P=Present; A=Absent; E=Excused; L=Leave of Absence

Votes: Y=Yes; N=No; B=Abstain; R=Recused (deduct from quorum)

	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. John Andrews (At-Large)	P								
2. Lee Jewell (Council Co-Chair)	P								
3. Gerardo Ramos (CMA Co-Chair)	P								
4. Michael Scarce (CMA Co-Chair)	P								
5. Matt Geltmaker (GPA Co-Chair)	A								
6. Channing Wayne (GPA Co-Chair)	P								
7. Wade Flores (Membership Co-Chair)	P								
8. Eric Sutter (Membership Co-Chair)	P								
9. Cathy Newell (POI Co-Chair)	A								
10. Mark Molnar (Council Co-Chair)	LOA								
11. Laura Thomas (Council Co-Chair)	P								
1.									
2.									

Ayes									
Nays									
Abstain									
Recusal									
Total									



HIV Health Services Planning Council  
STEERING COMMITTEE  
Tuesday, February 22, 2011  
Department of Public Health  
25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330A  
5-7 pm

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*Draft Agenda*

1. **Introductions** Group 5:00
2. **Review/Approve February 22<sup>nd</sup> 2011 Agenda – VOTE** Group 5:02
3. **Review/Approve January 21<sup>st</sup> 2011 DRAFT Minutes – VOTE** Group 5:05
4. **Announcements** Group 5:07
5. **Public Comment** Group 5:10
6. **HIV Health Services Update – VOTE** DPH-HHS 5:15  
*The Committee will receive an update from a representative of HIV Health Services.*
7. **Council Support Update** Council Staff 5:25
8. **Steering Committee Retreat Next Steps – VOTE** Group 5:30  
*The Committee will discuss possible next steps resulting from the Steering Retreat.*
9. **Resource Allocation Process – VOTE** Group 5:50  
*The Committee will discuss the resource allocation process for 2011.*
10. **Co-Chair Update** Co-Chairs 6:10
11. **Committee and Work Group Reports – VOTE** Group 6:15  
*The Committee will discuss the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensure linkage of Committee activities to the Full Council.*
  - Consumer and Minority Affairs Update
  - Government and Provider Affairs Update
  - Membership Committee Update
  - POI (Points of Integration) Update
  - Policy and Procedure Manual Work Group
12. **Trans Needs Assessment Update – VOTE** Group 6:30  
*The Committee will discuss recent updates regarding the 2011 transgender needs assessment.*
13. **Policy and Procedure Update** Group 6:40  
*The Committee will receive an update on the Policy and Procedure Workgroup's progress.*

#### 14. Next Meeting Dates & Agenda Items

Group 6:55

*The next Steering Committee meeting is tentatively scheduled for Monday, March 21<sup>st</sup> 2011 at 25 Van Ness, Room 330A, San Francisco from 5-7 pm.*

#### 15. Adjournment

Group 7:00

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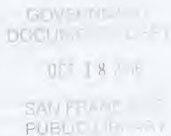
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HIV Health Services Planning Council  
STEERING COMMITTEE  
Tuesday, February 22, 2011  
Department of Public Health  
25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330A  
5-7 pm



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**Committee Members Present:** John Andrews, Matt Geltmaker, Lee Jewell, Eric Sutter, Laura Thomas  
**Committee Members Absent:** Mark Molnar [LOA], Gerardo Ramos, Michael Scarce [E], Channing Wayne [E]  
**Others Present:** Bill Blum [DPH-HHS], Michael Smithwick [Maitri]  
**Support Staff Present:** Enrique Asis, William Ching, T.J. Lee, Mark Molnar

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### ***Notes***

**1. Introductions**

The meeting was called to order at 5:05 pm by Co-Chair Thomas. Everyone introduced themselves and quorum was not established.

**2. Review/Approve February 22<sup>nd</sup> 2011 DRAFT Agenda – VOTE**

The Committee reviewed and did not approve the February 22<sup>nd</sup> 2011 DRAFT Agenda due to lack of quorum.

**3. Review/Approve January 21<sup>st</sup> 2011 DRAFT Minutes – VOTE**

The Committee reviewed, amended and did not approve the January 21<sup>st</sup> 2011 DRAFT Minutes due to lack of quorum.

**AMENDMENT:** Adding Matt Geltmaker to Council Members Absent.

**4. Public Comment**

Michael Smithwick, the new executive director of Maitri, wants to understand more about the Planning Council and voiced his concerns about the potential budget cuts.

**5. Announcements**

- CS Asis announced that there will be a co-chair facilitation March 11 8:30 am to 12:30 pm at Compass Point.

**6. HIV Health Services Update – VOTE**

Bill Blum from DPH-HHS updated the Committee on the following:

- Projected \$34 million budget shortfall for DPH with a call for contingencies.
- General funds backfill, DPH will go to the Mayor to ask for some funds.
- Quality management series: provided a training session for transgender health care providers. DPH will host a training session for those who access financial assistance.
- Prevention with Positives services will continue until July 1<sup>st</sup>, which is the end of the CDC contract year.

**7. Council Support Update**

CS Molnar updated the Committee on the following:

- Filling the Planning Council director position is still in process, no determination whether the hire will be in-house or external.
- CS Molnar will be taking another month LOA.

#### **8. Steering Committee Retreat Next Steps – VOTE**

The Committee reviewed the items produced from last month's Steering Retreat. How do we inform Council Members' work and how they make decisions? While there hasn't been any formal motions put forth and voted upon, Steering Committee decided to forward the prioritization and allocation discussion to Government and Provider Affairs Committee.

CM Geltmaker relayed GPA's recommendations and frustrations with priority setting from the last meeting. There is a bit of a disconnect between GPA and Steering's expectations on recommendations. GPA expected that its recommendations were going to be decided upon at the Steering Retreat. CS Molnar stated that the Steering Retreat did not feel comfortable with making any formal and concrete decisions. The group was far more interested in the process rather than creating a motion. But some Council Members at the retreat thought that the process should start at CMA or even during a joint CMA-GPA meeting. Steering intended for GPA to finalize its recommendations and to create a motion. CM Geltmaker also voiced some potential concerns regarding the time frame for priority discussion.

CS Molnar suggested that Council Support can help coordinating the effort between CMA and GPA.

Both GPA and Steering thought that the issue was too big for either Committee to decide on its own. CM Thomas said that this was Steering's validation of GPA's work and encouraged the Committee to move forward.

#### **9. Resource Allocation Process – VOTE**

With the budget cuts still yet to be determined, the question posed to Steering is how to best approach this uncertainty? Three options (1) do not take any actions, and rely on the motions passed at the last summer (2) wait until we have final information before making a decision (3) start developing some scenarios and principles now.

CM Thomas stated that federal award may come in pieces, but local dollars will be a lot more unpredictable. The Committee wondered how to present the potential budget cut of \$4.9 million to the Council. A few Committee members thought it would be prudent to bring this issue to the Council for discussion. Questions: how to frame the discussion, how to educate Members and how to make a decision.

How do we translate dollar amount cuts into understandable, relatable cuts in real life. The Committee will ask DPH-HHS to provide more information on the detailed impacts of the cuts, particularly about UDC and UOS. And how many clients may suffer.

Michael Smithwick thought it would be a good idea to use option three, so that organizations may be able to better prepare for worst case scenarios. The Committee reached a consensus and the wait and see option has seemingly been eliminated.

**RECOMMENDATION**-CM Geltmaker/CM Sutter: To reopen the allocation decision made from last year given the Council has more information on the size and depth of the budget cuts.

#### **10. Co-Chair Update**



CM Jewell announced that another CAEAR Coalition meeting will take place in April. There have been a lot of moving parts in terms of budgets, they may be a continuing resolution for a month, at least until the House and Senate reconvenes. CM Jewell will provide more updates at the Council Meeting.

#### **11. Committee and Work Group Reports – VOTE**

- Consumer and Minority Affairs Update
  - No further updates.
- Government and Provider Affairs Update
  - No further updates.
- Membership Committee Update
  - Approved application on a non-aligned consumer
- POI (Points of Integration) Update
  - Committee is moving forward with health disparities and what their scope of work is going to be, and how it relates to the National HIV/AIDS Strategy
- Policy and Procedure Manual Work Group
  - Deferred until agenda item #13.

#### **12. Trans Needs Assessment Update – VOTE**

CS Molnar provided updates: additional funds for trans needs assessment have been found, and the Council now has \$16,000. CS Molnar and CM Scarce approached the UCSF Trans COE to talk about a trans collaboration. The needs assessment will generate new information, as well as incorporating already existing literature. There will be focus groups that will be open to those living the SF EMA, as well as surveys that will offer incentives.

#### **13. Policy and Procedure Update**

CM Andrews provided an update: The Policy and Procedure Workgroup present some changes to the Membership Committee earlier this month. CM Andrews feels that everything has really slowed down, and that the Workgroup has lost a little momentum. The whole process was initially conceived of presenting all changes to Steering/Full Council in an omnibus bill. CM Andrews asked the Committee for their guidance, whether to continue looking at the manual overall, or breaking into more manageable pieces.

CS Molnar and CMs Geltmaker and Thomas thought it would be a good idea to break the task into more manageable phases. CM Andrews stated that he will present these ideas to the Workgroup.

#### **14. Next Meeting Dates & Agenda Items**

The next Steering Committee meeting is tentatively scheduled for Monday, March 21<sup>st</sup> 2011 at 25 Van Ness, Room 330A, San Francisco from 5-7 pm.

#### **15. Adjournment**

The meeting was adjourned by Co-Chair 6:46 pm at Thomas.

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#### Steering Committee

##### HIV Health Services Planning Council

Roll Call: P=Present; A=Absent; E=Excused; L=Leave of Absence

Votes: Y=Yes; N=No; B=Abstain; R=Recused (deduct from quorum)

	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. John Andrews (At-Large)	P								
2. Lee Jewell (Council Co-Chair)	P								
3. Gerardo Ramos (CMA Co-Chair)	A								
4. Michael Scarce (CMA Co-Chair)	E								
5. Matt Geltmaker (GPA Co-Chair)	P								
6. Channing Wayne (GPA Co-Chair)	E								
7. Wade Flores (Membership Co-Chair)	A								
8. Eric Sutter (Membership Co-Chair)	P								
9. Cathy Newell (POI Co-Chair)	A								
10. Mark Molnar (Council Co-Chair)	LOA								
11. Laura Thomas (Council Co-Chair)	P								
1.									
2.									

Ayes									
Nayes									
Abstain									
Recusal									
Total									



HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday, March 21<sup>st</sup>, 2011  
Department of Public Health  
25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330A  
5-7 pm

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***Draft Agenda***

- |   |                    |
|---|--------------------|
| 1. Introductions  | Group 4:30         |
| 2. Review/Approve March 21 <sup>st</sup> 2011 Agenda – VOTE   | Group 4:32         |
| 3. Review/Approve January 21 <sup>st</sup> 2011 DRAFT Notes & February 22 <sup>nd</sup> 2011 DRAFT Minutes – VOTE   | Group 4:35         |
| 4. Announcements  | Group 4:37         |
| 5. Public Comment   | Group 4:40         |
| 6. HIV Health Services Update – VOTE<br><i>The Committee will receive an update from a representative of HIV Health Services.</i>   | DPH-HHS 4:45       |
| 7. Council Support Update   | Council Staff 5:00 |
| 8. Co-Chair Update  | Co-Chairs 5:05     |
| 9. Committee and Work Group Reports – VOTE<br><i>The Committee will discuss the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensure linkage of Committee activities to the Full Council.</i>                                   | Group 5:15         |
| <ul style="list-style-type: none"><li>• Consumer and Minority Affairs Update</li><li>• Government and Provider Affairs Update</li><li>• Membership Committee Update</li><li>• POI (Points of Integration) Update</li><li>• Policy and Procedure Manual Work Group</li></ul> |                    |
| 10. Review of HIV Update Presentation – VOTE<br><i>The Committee will discuss presentation from DPH EPI Section.</i>  | Group 5:45         |
| 11. Review of ECHPP Presentation – VOTE<br><i>The Committee will discuss presentation from DPH Prevention and CARE Section.</i>   | Group 6:15         |
| 12. Discussion of Joint CMA & GPA Meeting – VOTE<br><i>The Committee will discuss motions made at the Joint Meeting.</i>  | Group 6:30         |
| 13. Resource Allocation - VOTE<br><i>The Committee will discuss scenarios for Resource Allocation, including any motions from the PLWH Caucus.</i>  | Group 7:00         |

#### 14. Next Meeting Dates & Agenda Items

Group 7:25

The next Steering Committee meeting is tentatively scheduled for Monday, April 18<sup>th</sup> 2011 at 25 Van Ness, Room 330A, San Francisco from 5-7 pm.

#### 15. Adjournment

Group 7:30

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*HIV Health Services Planning Council  
730 Polk Street, 3<sup>rd</sup> Floor, San Francisco, CA 94109  
San Francisco Department of Public Health, HIV Health Services Office  
25 Van Ness Avenue, 5th Floor, San Francisco, CA 94102*

*The meeting facility is wheelchair accessible. The closest accessible BART Station is Civic Center, three blocks from City Hall. Accessible MUNI lines serving this location are: #47 Van Ness, and the #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.*

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**THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT**  
**HIV Health Services Planning Council Offices, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.**

Page 2 of 2



## HIV Health Services Planning Council

STEERING COMMITTEE

Monday, March 21, 2011

San Francisco AIDS Foundation

Conference Room 3A

4:30-7:30 pm

**Committee Members Present:** John Andrews, Wade Flores, Matt Geltmaker, Mary Lawrence Hicks, Lee Jewell, Ken Pearce, George Simmons, Charles Siron, Laura Thomas

**Committee Members Absent:** Mark Molnar [LOA], Catherine Newell [LOA], Gerardo Ramos, Michael Scarce [E], Eric Sutter, Channing Wayne [E]

**Others Present:** Bill Blum [DPH-HHS], Celinda Cantu [DPH-HHS], David Fernandez [Tenderloin Health], Dean Goodwin [DPH-HHS], Veronica Neale [Consultant], Michael Smithwick [Maitri]

**Support Staff Present:** Enrique Asis, William Ching, T.J. Lee, Mark Molnar

### *Draft Minutes*

#### 1. Introductions

The meeting was called to order at 4:45 pm by Co-Chair Thomas. Everyone introduced themselves and quorum was established.

#### 2. Review/Approve March 21<sup>st</sup> 2011 DRAFT Agenda – VOTE

The Committee reviewed and approved the March 21<sup>st</sup> 2011 DRAFT Agenda by consensus.

#### 3. Review/Approve January 21<sup>st</sup> 2011 DRAFT Minutes and February 22<sup>nd</sup> 2011 Notes – VOTE

The Committee reviewed, amended and approved the January 21<sup>st</sup> 2011 DRAFT Minutes and February 22<sup>nd</sup> 2011 Notes by consensus.

#### 4. Announcements

There were no announcements.

#### 5. Public Comment

- David Fernandez, executive director of Tenderloin Health Clinic, introduced himself to the Committee.

#### 6. HIV Health Services Update – VOTE

Bill Blum from DPH-HHS updated the Committee on the following:

- In terms of Part B funding, the State anticipates flat-funding with no planned changes to their formularies. Still awaiting decisions regarding Part A funding.
- The San Francisco EMA is the “least” hard hit compared to other EMAs in the state.
- There are still concerns about possible ADAP changes and DPH-HHS continuing to look into state ADAP developments.
- DPH-HHS has conducted some conversations with Healthy San Francisco.
- The President’s proposed budget currently includes the stop-loss amount of \$4 million.
- The African American COE has changed and DPH is working with them through the transition process.
- DPH-HHS is exploring contracting with the state wide agency that educates people about disability benefits and long-term care.

- DPH-HHS will be particularly busy in the month of April.
- DPH-HHS is working on clinical updates to ARIES.
- On the whole, DPH is expanding and not cutting services.

#### 7. Council Support Update

CS Asis gave an update on the co-chair facilitation training that occurred last Friday. About nine Council members showed up and the attendees discussed the needs of Council members and how to better facilitate meetings. The attendees generated a list of suggestions for the Council and the Council Co-chairs. Questions and a discussion also arose about the working relationship between Co-chairs and Council Support.

CS Molnar said that the joint CMA-GPA Committee meeting last week was successful and produced a list of motions. The PLWH Caucus also met last week and also generated a list of suggestions. CS Molnar will remain as interim Council Support Director until the end of the month. The announcement about the position will be made shortly.

#### 8. Co-Chair Update

The Co-chairs announced that they are closely working with CM Manley regarding his work on the Long Term Care Coordinating Council (LTCCC). The Co-chairs also said that HIV and Aging Workgroup will be on hiatus until further notice.

#### 9. At-Large Steering Nominations – VOTE

The Committee considered three nominations for the at-large Steering Committee: CMs Matillano, Miller and Simmons. The nominations will remain open until the next Council meeting.

#### 10. Committee and Work Group Reports – VOTE

- Consumer and Minority Affairs Update
  - See agenda item #13.
- Government and Provider Affairs Update
  - See agenda item #13.
- Membership Committee Update
  - CM Flores reported: letters of warning were sent; one LOA extension was granted; one Council member is up for renewal, but is currently on probation; demographics are well represented and reflective of the EMA.
- POI (Points of Integration) Update
  - CM Pearce reported: POI is looking at two issues (1) trying to synchronize the National HIV/AIDS Strategy with the City's own goals. A workgroup has been convened to look into the issue; (2) incoming data and how to best present it to the public – to see where the worst levels of health disparities lie. For example: MSM, African Americans, Latinos, transgender communities, homeless, IDUs, PWLH over the age of 50, transitional youth ages 14-24 and currently and formerly incarcerated individuals.
- Policy and Procedure Manual Work Group
  - CM Andrews reported: the Workgroup will develop a tighter collaboration with Council Support and that it is about 50% complete with revising the manual.
- PWLH Caucus
  - Co-Chair Jewell reported: The PLWH Caucus talked about working with DPH-HHS on making their reports more accessible to Council members and how to address different learning styles to ensure that all Council members are fully informed about the issues. The caucus will meet as often as they deem necessary.

- Co-chair Jewell explained the reasoning behind resurrecting the caucus. The Caucus seems to be meeting a need that Council members may have.
- CM Andrews voiced concerns about a possible schism between consumers and providers.
- Some Council members expressed some concerns that the caucus is still nebulous, including membership criteria, mission statement, purpose, etc.
- Next steps: determining what the group is, who is attending it, how to formulate it through the formal Council process.

#### **11. Review of HIV Update Presentation – VOTE**

The Committee reviewed the HIV Update Presentation because the GPA Committee has not had a chance to review it. The Steering Committee expressed a desire for the presenter to explain the presentation's relevance to Council members and its decision making process.

A copy of the presentation is on file at the Council Support staff office.

#### **12. Review of ECHPP Presentation – VOTE**

Dean Goodwin briefly reviewed the Enhanced Comprehensive HIV Prevention Planning and Implementation (ECHPP) Presentation. The committee discussed the presentation's relevance and the need to be very explicit about the presentation and how it may or may not affect prioritization and resource allocation. Dean Goodwin will suggest adding a line to each slide that will indicate implications for CARE services, if possible.

A copy of the presentation is on file at the Council Support staff office.

#### **13. Discussion of Joint CMA & GPA Meeting – VOTE**

CS Molnar updated the Committee: the theme of the joint CMA-GPA meeting could be separated into two parts (1) council member needs/thoughts discussion of consumers feeling shut out of the process (2) reviewing a series of ideas that primarily came through GPA, and partially through Steering retreat. There have been several requests of the grantee of information and presentations that will require more dialogue between co-chairs, council support and the grantee. In the end, the joint committee generated a list of motions. The motivations behind the motions are to make the Council process simpler and easier to comprehend.

The committee then reviewed the motions that were generated and decided whether or not they would be moved forward to the Council for a vote. **Motions 1-3 passed by consensus.**

The committee spent a significant amount of time on Motion 4. Council members voiced their opinions for and against separating the categories into two lists and then prioritizing them. It is difficult to reconcile HRSA-mandated service categories and those that belong to the San Francisco "model of care." A discussion whether or not to separate categories into two or more lists ensued.

CM Andrews stated that there is a need to task a group to look into the San Francisco model of care and how the council would possibly prioritize categories given no budget restraints.

#### **14. Resource Allocation – VOTE**

Co-Chair Thomas began the conversation by stating that the Ryan White fiscal year began on March 1, and the San Francisco EMA is currently assuming a \$4 million dollar short fall due to the loss of stop-loss gap funding advocated by Speaker Pelosi will most likely be cut.



Advocacy is still very important. There should be efforts to lobby the Board of Supervisors to backfill at least some of the budget shortfall, while expecting flat funding from the State. There are still a lot of unknowns in terms of funding.

The Committee reached a general consensus to hold off on any decisions on resource allocation until funding streams are more concrete. CM Pearce suggested fully explaining this decision at the Council meeting next week.

In reality, there is no real option but to wait until funding is more finalized. There was a debate whether or not to warn organizations to adjust their budgets accordingly now or wait until there is more information. Some Council members expressed concern about the difficulty in piecing together services after preemptively dismantling them. Dean Goodwin estimated knowing more information earliest in April, but more realistically in May.

The Committee agreed to table the motion from PWLH Caucus by consensus.

**MOTION-CM Andrews/CM Geltmaker:** To table this discussion until more information is available.  
**Motion passed by consensus.**

#### 15. Next Meeting Dates & Agenda Items

The next Steering Committee meeting is tentatively scheduled for Monday, April 18<sup>th</sup> 2011 at 25 Van Ness, Room 330A, San Francisco from 5-7 pm.

Parking Lot:

#### 16. Adjournment

The meeting was adjourned by Co-Chair Thomas at 7:31 pm.

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#### Steering Committee

##### HIV Health Services Planning Council

Roll Call: P=Present; A=Absent; E=Excused; L=Leave of Absence

Votes: Y=Yes; N=No; B=Abstain; R=Recused (deduct from quorum)

	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. John Andrews (At-Large)	P	Y							
2. Lee Jewell (Council Co-Chair)	P	Y							
3. Gerardo Ramos (CMA Co-Chair)	A	-							
4. Michael Scarce (CMA Co-Chair)	E	Y							
5. Matt Geltmaker (GPA Co-Chair)	P	N							
6. Channing Wayne (GPA Co-Chair)	E	-							

7. Wade Flores (Membership Co-Chair)	P	Y							
8. Eric Sutter (Membership Co-Chair)	A	-							
9. Cathy Newell (POI Co- Chair)	LOA	-							
10. Mark Molnar (Council Co- Chair)	LOA	-							
11. Laura Thomas (Council Co-Chair)	P	Y							
1. Mary Lawrence Hicks	P	Y							
2. Ken Pearce	P	Y							
3. George Simmons	P	Y							
4. Charles Siron	P	N							

Ayes									
Nayes									
Abstain									
Recusal									
Total									





HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday, April 18, 2011  
Department of Public Health  
25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330A  
5-7 pm

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*Draft Agenda*

1. **Introductions** Group 4:30
2. **Review/Approve April 18<sup>th</sup> 2011 Agenda – VOTE** Group 4:32
3. **Review/Approve March 21<sup>st</sup> 2011 DRAFT Minutes – VOTE** Group 4:35
4. **Announcements** Group 4:37
5. **Public Comment** Group 4:40
6. **HIV Health Services Update – VOTE** DPH-HHS 4:45  
*The Committee will receive an update from a representative of HIV Health Services.*
7. **Council Support Update** Council Staff 5:00
8. **Co-Chair Update** Co-Chairs 5:05
9. **Committee and Work Group Reports – VOTE** Group 5:15  
*The Committee will discuss the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensure linkage of Committee activities to the Full Council.*
  - Consumer and Minority Affairs Update
  - Government and Provider Affairs Update
  - Membership Committee Update
  - POI (Points of Integration) Update
  - Policy and Procedure Manual Work Group
  - Transgender Needs Assessment
  - PLWH Advocacy Group
10. **PLWH Update – VOTE** Group 5:40  
*The Committee will review the PLWH Advocacy Group mission statement and structure.*
11. **Membership Items – VOTE** Group 6:10  
*The Committee will discuss and vote on items forwarded from Membership.*
12. **GPA Presentation Update – VOTE** Group 6:25  
*The Committee will review presentation recommendations from GPA.*

### 13. Policy and Procedure Workgroup Update – VOTE

Group 6:50

*The Committee will review and vote on updated policies and procedures.*

### 14. Next Meeting Dates & Agenda Items

Group 7:25

*The next Steering Committee meeting is tentatively scheduled for Monday, May 16<sup>th</sup> 2011 at 25 Van Ness, Room 330A, San Francisco from 5-7 pm.*

### 15. Adjournment

Group 7:30

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HIV Health Services Planning Council Offices, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.*







HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday, April 18, 2011  
Department of Public Health  
25 Van Ness, 3<sup>rd</sup> Floor, Room 330A  
5:00-7:00 pm

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**Committee Members Present:** John Andrews, Matt Geltmaker, Lee Jewell, Ken Pearce, Gerardo Ramos, George Simmons, Michael Scarce, Eric Sutter, Laura Thomas

**Committee Members Absent:** Wade Flores, Mark Molnar [LOA], Catherine Newell [LOA], Channing Wayne [E]

**Others Present:** Bill Blum [DPH-HHS], Michael Smithwick [Maitri]

**Support Staff Present:** Enrique Asis, William Ching, T.J. Lee, Mark Molnar

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*Draft Minutes*

1. **Introductions**

The meeting was called to order at 5:04 pm by Co-Chair Jewell. Everyone introduced themselves and quorum was established.

2. **Review/Approve April 18<sup>th</sup> 2011 DRAFT Agenda – VOTE**

The Committee reviewed and approved the April 18<sup>th</sup> 2011 DRAFT Agenda by consensus.

3. **Review/Approve March 21<sup>st</sup> 2011 DRAFT Minutes – VOTE**

The Committee reviewed, amended and approved the March 21<sup>st</sup> 2011 DRAFT Minutes by consensus.

4. **Announcements**

- CM Andrews announced that San Mateo County held an informational session on prioritization, led by CM Geltmaker and Erika Takada. He also announced that the Community Outreach and Listening Team will be presenting in San Mateo on May 13.
- CM Ramos announced that the San Francisco AIDS Foundation will be leading a Black Brother Esteem event this Friday. He also announced that SFAF is collaborating with DPH on updating the housing waiting lists. There will be a meeting open to the public about this issue on May 7<sup>th</sup> at the AIDS Foundation.
- CM Scarce announced that there will be Community and Outreach listening event in Marin County on June 16 at the San Rafael Community Center.

5. **Public Comment**

There was no public comment.

6. **HIV Health Services Update – VOTE**

Bill Blum from DPH-HHS updated the Committee on the following:

- There are no anticipated cuts to the general funds budget, though there is a \$13 million contingency budget in place
- Ryan White Programs
  - Ryan White Part A

- With the exception of ADAP, all parts A-F will be anticipated to be signed by President Obama. The budget also includes the original stop-loss amount of approximately \$4 million dollars. ADAP will also receive \$25 million dollars
- Base Award Allocation Formula is still unknown
- Number of jurisdictions eligible for stop-loss funding might increase
- Ryan White Part B
  - Received little more than \$2 million dollars
  - MAI Dollars remains flat funded at \$96,000
- The Community Health Centers budget has been cut by approximately \$600 million dollars
- The CDC budget has been cut by approximately \$700 million dollars

CM Jewell relayed concerns from the CAEAR Coalition in regards to the added stop-loss measure. The Coalition suggests keeping the publicity to a minimum, lest it incur the ire of conservatives. CS Thomas said that the addition of the stop-loss funds is good news, but the programs are still seen as unpopular. CM Pearce expressed some concern about balancing the silence and recognition of politicians who support HIV/AIDS funding.

CM Andrews said that the Council also put this into context of other cuts that are occurring in other health programs and suggested looking at Ryan White programs in relation to other social safety nets.

#### **7. Council Support Update**

CS Molnar stated that Council Support will be sending a survey to the Council in May about priority setting. CS Lee reminded the Council Members to tell Council Support of any proposed vacation times.

#### **8. Co-Chair Update**

No further updates.

#### **9. Committee and Work Group Reports – VOTE**

- Consumer and Minority Affairs Update
  - CM Scarce reported:
    - The Committee has not met since February, as there was a joint CMA-GPA meeting in March and the meeting earlier this month had to be canceled due to lack of attendance
    - He emphasized the HCAP report backlog due to lack of meetings
    - At the February meeting, CMA passed a motion to conduct a needs assessment for transgender needs assessment. There was more funding found and instead of partnering with Harder + Co, the Planning Council is collaborating with UCSF Transgender COE and the Transgender Task Force, which is a part of HPPC

CM Andrews asked if there were any incentives to for interested transgender folks to join and participate in the workgroup planning process. There is no funding allocated to that purpose.

CM Geltmaker expressed concern that the PLWH Advocacy Group may have drained the CMA Committee. Several other Council Members responded saying that a variety of factors may have caused attendance issues. Attendance issues have affected other Committees as well as the Council itself.

- Government and Provider Affairs Update

- CM Geltmaker reported:
  - The Committee brainstormed possible presentation guidelines to make presentations more tailored to Council Members
  - Discussed main themes/concerns coming from the Committee:
    - Lack of formal process to accept presentation requests from outside community members
    - Service Category quality assurance

CS Molnar responded, saying that Council Support has sent the community members to the GPA Committee to request time for a presentation. CS Molnar thought that it would be a logical first step but agreed that there is a lack of standards to accept outside presentations for the Council.

CM Thomas is unclear on whether or not this presentation is something Council Members want. She suggested other ways to present information, such as public comment, passing out informational materials, etc. She mentioned the possibility of collaborating with Council Support to come up with a standard process to inform providers on how to get on the Council agenda. CM Andrews echoed CM Thomas' sentiments and suggested that HAPN may be a good avenue.

CM Geltmaker stated that he does not want to be put into an awkward position of turning down a presentation request, only for it to be granted later. He advocated for a specific process for those who want to present.

CMs Geltmaker and Pearce stressed the need for a consistent message.

- Membership Committee Update
  - CM Sutter reported:
    - The Committee did not meet quorum this month but made recommendations for granting LOA requests for three Council Members. The Committee also moved to send letter of warnings and revised both letters of warning and probation
    - CS Molnar stated that the Committee spent a considerable amount of time revising the letters of warning and probation and that the two will be presented to the Policy Procedure Workgroup as well as Steering

CM Pearce wanted some more clarification regarding how LOAs are granted. CM Andrews explained that Membership approves requests if it has quorum. Otherwise, Membership issues recommendations to be considered by Steering.

Steering discussed possible ways for Committee Co-chairs to work with Council Support to remain up to date on individual council members' status, regarding LOA, attendance and etc.

- POI (Points of Integration) Update
  - CM Pearce reported:
    - Stated that the Prevention and Care Councils are structured differently: POI has pre-planning with Co-chairs and quorum is not a big issue. The POI Committee is still primarily populated by Prevention Council members.
    - POI spent most of the time developing a clearer picture of integrating the National HIV/AIDS Strategy with local efforts
    - Stated that there was some pushback from POI members on decisions that seem to be coming from Prevention Council staff

CS Molnar gave more information. POI, Prevention Council is Interested in tailoring the National HIV/AIDS Strategy to local concerns. (ASK MARK FOR MORE INFO).

- Policy and Procedure Manual Work Group
  - CM Andrews reported:
    - The Workgroup met quorum and primarily discussed policies that Council Support has reviewed
    - Thanked Council Support for help in reviewing the policies and procedures
- Transgender Needs Assessment
  - Already covered in the CMA update
- PLWH Caucus
  - CM Jewell reported:
    - The group met earlier this month, selected a name and drafted a mission statement
    - The Advocacy work group will present its motion to the Council shortly

#### 10. PLWH Update – VOTE

CM Jewell reported that the PLWH Advocacy Group has chosen a name for itself, as well as drafted a mission statement. The motions are as follows:

**MOTION-CM Jewell/CM Supanich:** The PLWH Advocacy Group is a group of individuals living with HIV that will meet at least four times a year. All consumers of services are encouraged to participate.

**MOTION-CM Jewell/CM Scherich:** The mission of the PLWH Advocacy Group to the San Francisco EMA HIV Health Services Planning Council is to advocate for the interest and needs of people living with HIV in the planning and evaluation of Part A services and to ensure the empowerment and participation of people living with HIV in the Part A planning process. The Advocacy Group may, in addition, advocate for Non-Part A HIV issues and services.

CS Molnar added more background information, including previous requests from Steering Committee about the group's structure, purpose and mission statement. During the earlier meeting in the month, CS Molnar presented the PLWH Caucus with information about PLWH Caucus that is a part of the New York Planning Council. During the meeting, the group also debated terminology, caucus vs. workgroup vs. group, etc. According to Robert's Rules, a caucus does have advisory roles.

CM Andrews wondered about how the group will operate, regarding membership, attendance, Sunshine and Brown Acts, etc.

CM Jewell sees the PLWH Advocacy Group as a combination of the study group, that didn't materialize, and a space for consumers to speak with one voice. He has been hearing a need from Council Members to create a group for HIV-positive consumers of services.

CS Molnar wanted to clarify the differences between the Advocacy Group and the CMA Committee. The CMA Committee's main goal is to communicate with the Consumer Advocate, to oversee needs assessments and to address gaps in services for consumers in the San Francisco EMA. The PLWH Advocacy Group is seen as a

vehicle for empowerment and education for Council Members. The former is geared more outwards, while the latter is geared inwards.

CM Pearce doesn't believe that the Council ignores the needs of Council members who are living with HIV. He stressed the need to strongly define the mission, boundaries of the PLWH group, instead of presenting it as an avenue for Council Members to air complaints.

**MOTION-CM Jewell/CM Supanich:** The PLWH Advocacy Group is a group of individuals living with HIV that will meet at least four times a year. All consumers of services are encouraged to participate.

**AMENDMENT:** All consumers of services on the HIV Health Services Planning Council are encouraged to participate.

**Motion passed by consensus.**

**MOTION-CM Jewell/CM Scherich:** The mission of the PLWH Advocacy Group to the San Francisco EMA HIV Health Services Planning Council is to advocate for the interest and needs of people living with HIV in the planning and evaluation of Part A services and to ensure the empowerment and participation of people living with HIV in the Part A planning process. The Advocacy Group may, in addition, advocate for Non-Part A HIV issues and services.

**Motion was not voted upon.**

CM Geltmaker suggested changes to the mission statement of the PLWH Group, but the Steering Committee felt some discomfort in revising the language proposed by another group.

CM Scarce suggested bringing the issue/language back to the Advocacy Group in order to further flesh out ideas.

#### **11. Membership Items – VOTE**

The Committee discussed and voted to grant LOA requests for CMs Penagos, Miller and Guillen.

The Committee approved the requests for LOA for the three above-mentioned Council Members by consensus.

#### **12. GPA Presentation Update – VOTE**

CM Geltmaker presented the Committee with a draft template of questions for presenters to the Council. The suggestions are separated into two general themes: formatting and content.

Council Members suggested adding **1E:** "Working with Council Support to make the presentations legible," and **2A15:** "Severe Need and Special Populations."

The Committee then moved to adopt the guidelines.

**Motion passed by consensus.**

A copy of the guidelines is on file at the Council Support staff office.

#### **13. Policy and Procedure Workgroup Update – VOTE**

CS Molnar gave more information. POI, Prevention Council is interested in tailoring the National HIV/AIDS Strategy to local concerns. (ASK MARK FOR MORE INFO).

- Policy and Procedure Manual Work Group
  - CM Andrews reported:
    - The Workgroup met quorum and primarily discussed policies that Council Support has reviewed
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CS Molnar added more background information, including previous requests from Steering Committee about the group's structure, purpose and mission statement. During the earlier meeting in the month, CS Molnar presented the PLWH Caucus with information about PLWH Caucus that is a part of the New York Planning Council. During the meeting, the group also debated terminology, caucus vs. workgroup vs. group, etc. According to Robert's Rules, a caucus does have advisory roles.

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CS Molnar wanted to clarify the differences between the Advocacy Group and the CMA Committee. The CMA Committee's main goal is to communicate with the Consumer Advocate, to oversee needs assessments and to address gaps in services for consumers in the San Francisco EMA. The PLWH Advocacy Group is seen as a

vehicle for empowerment and education for Council Members. The former is geared more outwards, while the latter is geared inwards.

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**AMENDMENT:** All consumers of services on the HIV Health Services Planning Council are encouraged to participate.

**Motion passed by consensus.**

**MOTION-CM Jewell/CM Scherich:** The mission of the PLWH Advocacy Group to the San Francisco EMA HIV Health Services Planning Council is to advocate for the interest and needs of people living with HIV in the planning and evaluation of Part A services and to ensure the empowerment and participation of people living with HIV in the Part A planning process. The Advocacy Group may, in addition, advocate for Non-Part A HIV issues and services.

**Motion was not voted upon.**

CM Geltmaker suggested changes to the mission statement of the PLWH Group, but the Steering Committee felt some discomfort in revising the language proposed by another group.

CM Scarce suggested bringing the issue/language back to the Advocacy Group in order to further flesh out ideas.

#### **11. Membership Items – VOTE**

The Committee discussed and voted to grant LOA requests for CMs Penagos, Miller and Guillen.

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Council Members suggested adding 1E: "Working with Council Support to make the presentations legible," and 2A15: "Severe Need and Special Populations."

The Committee then moved to adopt the guidelines.

**Motion passed by consensus.**

A copy of the guidelines is on file at the Council Support staff office.

#### **13. Policy and Procedure Workgroup Update – VOTE**



After working with the Policy and Procedure Workgroup, Council Support presented the Committee with proposed changes to a handful of policies. Starting with Section 2, CS Molnar gave an overview of changes (mainly cosmetic and grammatical changes) to the following policies:

- **Table of Contents**
- **2.2 Administrative Organizational Chart**
- **2.6a Council Co-chair Job Description**
- **2.6b Committee Co-chair Description**

The Committee moved to accept the changes to mentioned policies. Copies of the policies are on file at the Council Support staff office.

#### 14. Review/Approve April 25<sup>th</sup> 2011 Council DRAFT Agenda – VOTE

CS Molnar discussed possible items to be included on the April 25<sup>th</sup> Council agenda.

#### 15. Next Meeting Dates & Agenda Items

The next Steering Committee meeting is tentatively scheduled for Monday, May 16<sup>th</sup> 2011 at 25 Van Ness, Room 330A, San Francisco from 5-7 pm.

#### 16. Adjournment

The meeting was adjourned by Co-Chair Jewell at 7:02 pm.

#### Steering Committee

##### HIV Health Services Planning Council

Roll Call: P=Present; A=Absent; E=Excused; L=Leave of Absence

Votes: Y=Yes; N=No; B=Abstain; R=Recused (deduct from quorum)

	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. John Andrews (At-Large)	P								
2. Lee Jewell (Council Co-Chair)	P								
3. Gerardo Ramos (CMA Co-Chair)	P								
4. Michael Scarce (CMA Co-Chair)	P								
5. Matt Geltmaker (GPA Co-Chair)	P								
6. Channing Wayne (GPA Co-Chair)	E								
7. Wade Flores (Membership Co-Chair)	A								
8. Eric Sutter (Membership Co-Chair)	P								
9. Ken Pearce (POI Co-Chair)	P								



10. Mark Molnar (Council Co-Chair)	LOA								
11. Laura Thomas (Council Co-Chair)	P								
12. George Simmons (At-Large)	P								
13. Rachel Matillano (At-Large)	A								

Ayes									
Nays									
Abstain									
Recusal									
Total									





HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday, May 16, 2011  
Department of Public Health  
25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330A  
5-7 pm

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*Draft Agenda*

1. **Introductions** Group 5:00
2. **Review/Approve May 16<sup>th</sup> 2011 DRAFT Agenda – VOTE** Group 5:02
3. **Review/Approve April 18<sup>th</sup> 2011 DRAFT Minutes – VOTE** Group 5:05
4. **Announcements** Group 5:07
5. **Public Comment** Group 5:10
6. **HIV Health Services Update – VOTE** DPH-HHS 5:15  
*The Committee will receive an update from a representative of HIV Health Services.*
7. **Council Support Update** Council Staff 5:25
8. **Co-Chair Update** Co-Chairs 5:30
9. **Committee and Work Group Reports – VOTE** Group 5:35  
*The Committee will discuss the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensure linkage of Committee activities to the Full Council.*
  - Consumer and Minority Affairs Update
  - Government and Provider Affairs Update
  - Membership Committee Update
  - POI (Points of Integration) Update
  - Policy and Procedure Manual Work Group
  - Transgender Needs Assessment
  - PLWH Advocacy Group
10. **PLWH Advocacy Group Mission Statement – VOTE** Group 6:00  
*The Committee will revisit the PLWH Advocacy Group mission statement.*
11. **Policy and Procedure Update – VOTE** Group 6:25  
*The Committee will review proposed changes to Council policies and procedures.*
12. **Review/Approve May 23<sup>rd</sup> 2011 Council DRAFT Agenda – VOTE** Group 6:50  
*The Committee will review and approve the draft agenda for April 25<sup>th</sup> 2011.*

### 13. Next Meeting Dates & Agenda Items

Group 6:55

The next Steering Committee meeting is tentatively scheduled for Monday, June 20<sup>th</sup> 2011 at 25 Van Ness, Room 330A, San Francisco from 5-7 pm.

### 14. Adjournment

Group 7:00

The Steering Committee of the HIV Health Services Planning Council is made up primarily of the co-chairs of the Council's other committees. The primary responsibility of the Steering Committee is to oversee the work of all of the Council's active committees and ad hoc committees, as well as interface with representatives from the Department of Public Health HIV Health Services office; it is also responsible for creating and finalizing the agenda for the upcoming Council meeting.

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HIV Health Services Planning Council  
730 Polk Street, 3<sup>rd</sup> Floor, San Francisco, CA 94109  
San Francisco Department of Public Health, HIV Health Services Office  
25 Van Ness Avenue, 5th Floor, San Francisco, CA 94102

The meeting facility is wheelchair accessible. The closest accessible BART Station is Civic Center, three blocks from City Hall. Accessible MUNI lines serving this location are: #47 Van Ness, and the #71 Haight/Noriega and the F Line to Market and Van Ness and the Metra stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.

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The following services are available when requested by Noon of the Friday before the Council meeting: Far American Sign Language interpreters, use of a reader during a meeting, or sound enhancement system, contact our office at (415) 674-4768. For a large print copy of agenda or minutes in alternative formats, contact our office at (415) 674-4768.

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THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT  
HIV Health Services Planning Council Offices, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.



## HIV Health Services Planning Council

### STEERING COMMITTEE

Monday, May 16, 2011

Department of Public Health

25 Van Ness, 3<sup>rd</sup> Floor, Room 330A

5:00-7:00 pm

**Committee Members Present:** John Andrews, Wade Flores, Lee Jewell, Steve Manley, Gerardo Ramos, Michael Scarce, George Simmons, Charles Siron, Laura Thomas

**Committee Members Absent:** Matt Geltmaker [E], Rachel Matillano, Ken Pearce, Channing Wayne [LOA]

**Others Present:** Bill Blum [DPH-HHS], Billie Jean Kanios [Prospective Applicant]

**Support Staff Present:** Enrique Asis, William Ching, Mark Molnar

### *Draft Minutes*

#### 1. Introductions

The meeting was called to order at 5:13 pm by Co-Chair Thomas. Everyone introduced themselves and quorum was established.

#### 2. Review/Approve May 16<sup>th</sup> 2011 DRAFT Agenda – VOTE

The Committee reviewed and approved the May 16<sup>th</sup> 2011 DRAFT Agenda by consensus.

#### 3. Review/Approve April 18th 2011 DRAFT Minutes – VOTE

The Committee reviewed and approved the April 18<sup>th</sup> 2011 DRAFT Minutes by consensus.

#### 4. Announcements

- CM Andrews announced that the Community Outreach and Listening Team went to San Mateo this past Friday, which was very well-attended, with approximately 20 people showing up.
- CM Manley announced that he will be giving a presentation to On Lok regarding HIV and Aging in September.
- CS Asis will be out of town on vacation for three weeks.

#### 5. Public Comment

There was no public comment.

#### 6. HIV Health Services Update – VOTE

Bill Blum from DPH-HHS updated the Committee on the following:

- Holding pattern still for Part A.
- Healthcare reform in the State will largely be conducted through Medicare and Medicaid. He encouraged the Council of ways to engage with changes.

#### 7. Council Support Update

CS Molnar stated that Council Support will be sending a survey to the Council this month about prioritization and allocation.

#### 8. Co-Chair Update

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No further updates.

## 9. Committee and Work Group Reports – VOTE

- Consumer and Minority Affairs Update
  - CM Scarce reported:
    - The COL went to San Mateo
    - HIV Consumer Advocate, Ayako Miyashita, presented both a monthly report as well as an annual review of the project.
    - The Committee discussed their CMA mission statement, as well as differences between CMA and the PLWH Advocacy Group.
    - The Committee ran out of time to discuss another possible demographic group for a second needs assessment.
- Government and Provider Affairs Update
  - CM Simmons:
    - The Committee reviewed the CAI presentation slated for the Council meeting later this month.
    - The Committee also reviewed its mission statement.
- Membership Committee Update
  - CM Flores reported:
    - The Committee did not achieve quorum.
    - The Council is currently at 33 members, with 3 resignations this month.
    - There is one new applicant.
    - 2 LOA requests: Channing Wayne and Chris Harris
    - 2 renewals: Steve Manley, Chris Harris

**MOTION-CM Simmons/CM Jewell: To approve renewals.**  
**The motion passed by consensus.**

**MOTION-CM Andrews/CM Simmons: to approve LOA requests.**  
**The motion passed by consensus.**
- POI (Points of Integration) Update
  - CS Molnar reported:
    - The Committee continued to review its plan to respond to the National HIV/AIDS plan, received a presentation about health disparities within the African American community.
- Policy and Procedure Manual Work Group
  - Will be covered below.
- Transgender Needs Assessment
  - Already covered
- PWLH Advocacy Group
  - Will be covered below.

## 10. PLWH Advocacy Group Mission Statement – VOTE

CM Jewell presented an updated mission statement for the PLWH Advocacy Group, which reads as follows:

"The mission of the PLWH Advocacy Group to the San Francisco EMA HIV Health Services Planning Council is to advocate for the interests, needs, empowerment and participation of people living with HIV in the planning and evaluation of Part A services. The Advocacy Group may, in addition, advocate for Non-Part A HIV issues and services."

The Steering Committee continued its conversation of the mission statement. Bill Blum suggested changing "Part A" to "Ryan White Programs."

CM Scarce stated that he is ok with specifying and clarifying the Part A language in the motion, just as long as the spirit of the statement remains intact.

The amended mission statement reads as follows:

"The mission of the PLWH Advocacy Group to the San Francisco EMA HIV Health Services Planning Council is to advocate for the interests, needs, empowerment and participation of people living with HIV in the planning and evaluation of Ryan White services. The Advocacy Group may, in addition, advocate for Non-Ryan White Program HIV issues and services."

**MOTION**-CM Manley/CM Scarce: to amend and approve the mission statement replacing Part A with "Ryan White"

The motion passed by consensus.

#### **11. Policy and Procedure Update – VOTE**

The Committee reviewed **7.8 Corrective Action and Involuntary Removal**. The main changes include: no mandated seats, the use of the term "corrective action" and the emphasis that problem solving starts between individuals.

The Committee approved the changes by consensus.

#### **12. Review/Approve May 23<sup>rd</sup> 2011 Council DRAFT Agenda – VOTE**

The Committee reviewed and amended the DRAFT Council agenda.

#### **13. Next Meeting Dates & Agenda Items**

The next Steering Committee meeting is tentatively scheduled for Monday, June 20<sup>th</sup> 2011 at 25 Van Ness, Room 330A, San Francisco from 5-7 pm.

Parking Lot:

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#### **14. Adjournment**

The meeting was adjourned by Co-Chair Thomas at 6:17 pm.

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#### **Steering Committee**

##### **HIV Health Services Planning Council**

Roll Call: P=Present; A=Absent; E=Excused; L=Leave of Absence

Votes: Y=Yes; N=No; B=Abstain; R=Recused (deduct from quorum)

	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. John Andrews (At-Large)	P								
2. Lee Jewell (Council Co-Chair)	P								
3. Gerardo Ramos (CMA Co-Chair)	P								
4. Michael Scarce (CMA Co-Chair)	P								
5. Matt Geltmaker (GPA Co-Chair)	E								
6. Channing Wayne (GPA Co-Chair)	E								
7. Wade Flores (Membership Co-Chair)	P								
8. Eric Sutter (Membership Co-Chair)	A								
9. Ken Pearce (POI Co-Chair)	A								
10. Laura Thomas (Council Co-Chair)	P								
11. George Simmons (At-Large)	P								
12. Rachel Matillano (At-Large)	A								

Ayes									
Nayes									
Abstain									
Recusal									
Total									





HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday, June 20, 2011  
Department of Public Health  
25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330A  
5-7 pm

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**Draft Agenda**

- |  |                    |
|--|--------------------|
| 1. Introductions   | Group 5:00         |
| 2. Review/Approve June 20 <sup>th</sup> 2011 DRAFT Agenda – VOTE   | Group 5:02         |
| 3. Review/Approve May 16 <sup>th</sup> 2011 DRAFT Minutes – VOTE   | Group 5:05         |
| 4. Announcements   | Group 5:07         |
| 5. Public Comment  | Group 5:10         |
| 6. HIV Health Services Update – VOTE<br><i>The Committee will receive an update from a representative of HIV Health Services.</i>  | DPH-HHS 5:15       |
| 7. Council Support Update  | Council Staff 5:25 |
| 8. Co-Chair Update   | Co-Chairs 5:30     |
| 9. Committee and Work Group Reports – VOTE<br><i>The Committee will discuss the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensure linkage of Committee activities to the Full Council.</i>  | Group 5:35         |
| <ul style="list-style-type: none"><li>• Consumer and Minority Affairs Update</li><li>• Government and Provider Affairs Update</li><li>• Membership Committee Update</li><li>• POI (Points of Integration) Update</li><li>• Policy and Procedure Manual Work Group</li><li>• Transgender Needs Assessment</li><li>• PLWH Advocacy Group</li></ul> |                    |
| 10. Council Survey and Summit Update – VOTE<br><i>The Committee will receive an update on the Council Survey and discuss possible dates for the Summit.</i>  | Mark Molnar 6:00   |
| 11. Policy and Procedure Update – VOTE<br><i>The Committee will review proposed changes to Council policies and procedures.</i>  | Group 6:10         |
| 12. Review/Approve June 27 <sup>th</sup> 2011 Council DRAFT Agenda – VOTE<br><i>The Committee will review and approve the draft agenda for April 25<sup>th</sup> 2011.</i>   | Group 6:50         |

### 13. Next Meeting Dates & Agenda Items

Group 6:55

The next Steering Committee meeting is tentatively scheduled for Monday, July 18<sup>th</sup> 2011 at 25 Van Ness, Room 330A, San Francisco from 5-7 pm.

### 14. Adjournment

Group 7:00

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THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT  
HIV Health Services Planning Council Offices, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.



HIV Health Services Planning Council  
*STEERING COMMITTEE*  
Monday, June 20, 2011  
Department of Public Health  
25 Van Ness, 3<sup>rd</sup> Floor, Room 330A  
5:00-7:00 pm

**Committee Members Present:** Matt Geltmaker, Lee Jewell, Steve Manley, Rachel Matillano, Gerardo Ramos, Michael Scarce, George Simmons, Laura Thomas, Channing Wayne  
**Committee Members Absent:** John Andrews [E], Wade Flores [E], Ken Pearce  
**Others Present:** Dean Goodwin [DPH-HHS], Tzeli Triantafillou [ViV Healthcare]  
**Support Staff Present:** Enrique Asis, William Ching, T.J. Lee, Mark Molnar

*Draft Minutes*

**1. Introductions**

The meeting was called to order at 5:04 pm by Co-Chair Jewell. Everyone introduced themselves and quorum was established.

**2. Review/Approve June 20<sup>th</sup> 2011 DRAFT Agenda – VOTE**

The Committee reviewed and approved the June 20<sup>th</sup> 2011 DRAFT Agenda by consensus.

**3. Review/Approve May 16<sup>th</sup> 2011 DRAFT Minutes – VOTE**

The Committee reviewed and approved the May 16<sup>th</sup> 2011 DRAFT Minutes by consensus.

**4. Announcements**

- CM Simmons announced that the St. Joseph Health Fund will be taking new clients and offering up to \$300 in subsidies for health-related costs. See him for more details.
- CM Ramos announced that Housing and Urban Health and the San Francisco AIDS Foundation are close to creating a new housing waiting list. Currently, they have about a year's worth of referrals and they are inviting the HIV Health Services Planning Council to help inform the process.
- CS Asis and CM Ramos updated the Committee on COLA events. CM Spence took initiative and scheduled the next event at the Marin Treatment Center on July 13 from 3-5 pm.

**5. Public Comment**

There was no public comment.

**6. HIV Health Services Update – VOTE**

Dean Goodwin from DPH-HHS updated the Committee on the following:

- Still no grant award for RWPA and DPH has communicated this with providers across the city. DPH is committed to ensuring seamless coverage, modifying contracts as needed.
- HRSA has issued new guidelines for fiscal and monitoring programs – nothing too cumbersome to implement.

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## **7. Council Support Update**

CS Molnar stated that Council Support has sent out a Council survey and we have received approximately 21 responses. The Council meeting and Summit are tentatively scheduled for August 22 and August 26, respectively.

## **8. Co-Chair Update**

CM Thomas said that the Co-Chairs of both HHSPC and the Prevention Council Co-Chairs are hoping to find a time to meet to discuss continuing collaboration and to plan for the joint HHSPC-HPPC meeting this fall.

## **9. Committee and Work Group Reports – VOTE**

- Consumer and Minority Affairs Update
  - CM Ramos reported:
    - HIV Consumer Advocate, Ayako Miyashita, presented her monthly report as well as an annual review of the project, with Council Members discussing its contents at length.
    - The Committee also discussed COLA events and logistics at length, delineating the roles and responsibilities between COLA members and Council Support.
    - Council Support will not be able to pay for space or food for COLA events.
- Government and Provider Affairs Update
  - CM Simmons:
    - The Committee reviewed the updated HIV and Aging presentation, as well as the Medi-Cal Waiver Program, which generated a lot of discussion among members. There was some confusion regarding the Low Income Health Plans (LIHPS) as well as what role/advocacy the Council can undertake.
    - The presentation highlights the beginning stages of Healthcare Reform and underscores some miscommunication (and policy differences) between County, State and HRSA officials.
    - After some discussion between the presenters (Anne and Courtney) and Council Members, the presenters will only deliver the first half of their presentation to the Council next week. The second half of the presentation will be given in July, when there is more concrete information.
    - Council Members agreed that the information is vitally important for low income, people with disabilities and HIV.
- Membership Committee Update
  - CM Sutter reported:
    - The Committee interview prospective applicant Billie Jean Kanios and recommended that the Council put her application up for a vote.
    - The Committee then began discussing Co-Chair designated seats, particularly whether or not one person may be able to “fill” all three seats.
    - The Committee agreed to craft a policy that will clarify the by-law.
- POI (Points of Integration) Update
  - CM Thomas reported:
    - The Committee continued to review its plan to respond to the National HIV/AIDS plan and received a presentation about health disparities within the African American community.

- Policy and Procedure Manual Work Group
  - June meeting was canceled.
- Transgender Needs Assessment
  - Already covered.
- PWLH Advocacy Group
  - No updates. CM Jewell will send out an email to the Group in to schedule the next meeting, most likely before the Summit.

#### **10. Council Survey and Summit Update – VOTE**

Based on preliminary survey results, CS reported that there will most likely be a 10 minute break before any votes at the Summit and that a few Council Members expressed interest in receiving the annual binder in CD-Rom form. Some Council Members wondered if the 10 minute recess would interfere with either the Brown Act or the Sunshine Ordinance. Council Support will look into this issue.

CS Asis announced that he will hold a pre-summit orientation before the Summit and he is open to suggestions and requests from the Council.

#### **11. Policy and Procedure Update – VOTE**

The Committee reviewed and approved the changes to five policies and procedures:

**2.1 Council Overview & Mission Statement – Adding “POI” to language - Approved**

**2.6c Council Member Job Description – Removed language regarding mandated seats – Approved**

**4.7 Conflict of Interest Policy – The Committee decided to refer this policy back to the Policy and Procedure Workgroup**

**4.8 Meeting Procedures - Public Comment – No changes – Approved**

**6.1 Steering Committee Function and Purpose – Cosmetic changes – Approved**

**6.4 Supervision of Director of Planning Council – Cosmetic changes – Approved**

#### **12. Review/Approve June 27<sup>th</sup> 2011 Council DRAFT Agenda – VOTE**

The Committee reviewed and amended the June 27<sup>th</sup> 2011 DRAFT Council agenda.

#### **13. Next Meeting Dates & Agenda Items**

The next Steering Committee meeting is tentatively scheduled for Monday, July 20<sup>th</sup> 2011 at 25 Van Ness, Room 330A, San Francisco from 5-7 pm.

Parking Lot:

- 

#### **14. Adjournment**

The meeting was adjourned by Co-Chair Thomas at 6:03 pm.

Steering Committee

**HIV Health Services Planning Council**

Roll Call: P=Present; A=Absent; E=Excused; L=Leave of Absence

Votes: Y=Yes; N=No; B=Abstain; R=Recused (deduct from quorum)

	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. John Andrews (At-Large)	P								
2. Lee Jewell (Council Co-Chair)	P								
3. Gerardo Ramos (CMA Co-Chair)	P								
4. Michael Scarce (CMA Co-Chair)	P								
5. Matt Geltmaker (GPA Co-Chair)	E								
6. Channing Wayne (GPA Co-Chair)	E								
7. Wade Flores (Membership Co-Chair)	P								
8. Eric Sutter (Membership Co-Chair)	A								
9. Ken Pearce (POI Co-Chair)	A								
10. Laura Thomas (Council Co-Chair)	P								
11. George Simmons (At-Large)	P								
12. Rachel Matillano (At-Large)	A								

Ayes									
Nayes									
Abstain									
Recusal									
Total									



# HIV Health Services Planning Council

STEERING COMMITTEE

Monday, July 18, 2011

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330A

5-7 pm

## Draft Agenda

1. **Introductions** Group 5:00
2. **Review/Approve July 18<sup>th</sup> 2011 DRAFT Agenda – VOTE** Group 5:02  
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3. **Review/Approve June 20<sup>th</sup> 2011 DRAFT Minutes – VOTE** Group 5:05
4. **Announcements** Group 5:07  
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5. **Public Comment** Group 5:10  
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6. **HIV Health Services Update – VOTE** DPH-HHS 5:15  
*The Committee will receive an update from a representative of HIV Health Services.*
7. **Council Support Update** Council Staff 5:25
8. **Co-Chair Update** Co-Chairs 5:30
9. **Committee and Work Group Reports – VOTE** Group 5:35  
*The Committee will discuss the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensure linkage of Committee activities to the Full Council.*
  - Consumer and Minority Affairs Update
  - Government and Provider Affairs Update
  - Membership Committee Update
  - POI (Points of Integration) Update
  - Policy and Procedure Manual Work Group
  - Transgender Needs Assessment
  - PLWH Advocacy Group
  - Community Outreach, Listening and Advocacy Work Group
10. **Letter of Support for SFRA HUD HUH Application – VOTE** Group 6:00  
*The Committee will review a letter of support regarding SFRA HUD HUH application.*
11. **Letter of Support for Anti-Discrimination against the Formerly Incarcerated – VOTE** Group 6:10  
*The Committee will review a letter of support regarding the formerly incarcerated.*
12. **Policy and Procedure Update – VOTE** Group 6:20  
*The Committee will review proposed changes to Council policies and procedures.*



**13. Review/Approve July 25<sup>th</sup> 2011 Council DRAFT Agenda – VOTE**

Group 6:50

*The Committee will review and approve the draft agenda for July 25<sup>th</sup> 2011.*

**14. Next Meeting Dates & Agenda Items**

Group 6:55

*The next Steering Committee meeting is tentatively scheduled for Monday, August 15<sup>th</sup> 2011 at 25 Van Ness, Room 330A, San Francisco from 5-7 pm.*

**15. Adjournment**

Group 7:00

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*HIV Health Services Planning Council  
730 Palk Street, 3<sup>rd</sup> Floor, San Francisco, CA 94109  
San Francisco Department of Public Health, HIV Health Services Office  
25 Van Ness Avenue, 5th Floor, San Francisco, CA 94102*

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HIV Health Services Planning Council

STEERING COMMITTEE

Monday, July 18, 2011

Department of Public Health

25 Van Ness, 3<sup>rd</sup> Floor, Room 330A

5:00-7:00 pm

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**Committee Members Present:** Lee Jewell, Matt Geltmaker, Michael Scarce, George Simmons, Eric Sutter

**Committee Members Absent:** John Andrews [E], Wade Flores [E], Rachel Matillano [E], Ken Pearce [E], Gerardo Ramos [E], Laura Thomas [E], Channing Wayne [E]

**Others Present:** Bill Blum [DPH-HHS], Dean Goodwin [DPH-HHS], Mary Shroeder [Maitri], Charles Siron, Michael Smithwick [Maitri]

**Support Staff Present:** Enrique Asis, William Ching, T.J. Lee, Mark Molnar

*Draft Notes*

**1. Introductions**

The meeting was called to order at 5:03 pm by Co-Chair Jewell. Everyone introduced themselves and quorum was not established.

**2. Review/Approve July 18<sup>th</sup> 2011 DRAFT Agenda – VOTE**

The Committee reviewed and did not approve the July 18<sup>th</sup> 2011 DRAFT Agenda due to lack of quorum.

**AMENDMENT:** CS Molnar suggested forwarding agenda items #11 and #12 to the Council due to lack of quorum.

**3. Review/Approve June 20<sup>th</sup> 2011 DRAFT Minutes – VOTE**

The Committee reviewed and did not approve the June 20<sup>th</sup> 2011 DRAFT Minutes due to lack of quorum.

**4. Announcements**

- CM Scarce announced a series of classes at the San Francisco AIDS Foundation, that will target Spanish-speaking HIV-positive individuals, is currently looking for teachers and presenters.

**5. Public Comment**

There was no public comment.

**6. HIV Health Services Update – VOTE**

Bill Blum, from DPH-HHS, updated the Committee on the following:

- HRSA released guidelines clarifying the use of administrative funds and detailed greater oversight. There will be increased monitoring and restrictions on what providers can count as direct services.
- There will be opportunities to partner with DPH to discuss policy around transitional housing. CM Antonetty will present more information soon.
- Ryan White Program award
  - Part A – a 4.4% reduction (\$1.4 million) to approximately \$24 million.
  - Cuts will be absorbed through core services due to previous year's Council decisions.

Public Comment: Michael Smithwick, executive director of Maitri, said he was confused about decisions where cuts will be absorbed. CS Molnar responded, stating that the Council made decisions to have future cuts directed towards core services when the future funding scenarios were much more dire.

## **7. Council Support Update**

CS Molnar made the following announcements:

- The PLWH Advocacy Group will be meeting this Friday from 2-3:30 pm at Project Open Hand.
- The pre-Summit training will be held on July 27 from 2-5 pm. See CS Asis for more information.
- The Council meeting will be on August 22 and the Summit is on August 26.

## **8. Co-Chair Update**

CM Jewell announced that CM Ramos is the new HIV Health Services Planning Council Co-chair, fulfilling the rest of the CS Molnar's term.

## **9. Committee and Work Group Reports – VOTE**

- Consumer and Minority Affairs Update
  - CM Scarce reported:
    - The Committee discussed CM Ramos' transition as new Council Co-chair and has opened nominations for a new CMA Co-chair Both CMs Hudson and Spence have been nominated.
    - There was a Community Outreach and Listening Activities discussion about event planning and logistics; and the roles, responsibilities and relationship between Council Support and the COLA team.
      - COLA events will be on hold until after the August Summit
    - CM Scarce gave a Transgender Needs Assessment Update (more to follow below).
    - The CMA also began a discussion on potential populations for a second needs assessment.
- Government and Provider Affairs Update
  - CM Geltmaker:
    - The Committee reviewed the Epi/ARIES presentations, as well as presentations from Marin and San Mateo.
- Membership Committee Update
  - CM Sutter reported:
    - The Committee did not achieve quorum but recommends that prospective Trinity Dushon be interviewed in September.
    - The Committee also forwarded recommendations to renew the memberships of CMs Emerson and Matillano.
- POI (Points of Integration) Update
  - CS Molnar reported:
    - The POI Committee tasked itself to respond to the National HIV/AIDS Strategy, expanding and negotiating the National Strategy with San Francisco's.
    - The Committee discussed African Americans, how to improve services and preventions; how to find individuals not in case or status unaware and will request more information from community members.
- Policy and Procedure Manual Work Group
  - CS Molnar stated that the work will be reviewed next week.
- Transgender Needs Assessment Work Group

- CM Scarce reported:
  - The Workgroup twice:
    - June 27<sup>th</sup>
      - Approximately 12-14 individuals showed up
      - The Workgroup reviewed and discussed needs assessment objectives, possible uses of the findings and proposed scope of work
      - Phase I will convene four focus groups, one for each county as well as a fourth one conducted exclusively in Spanish in San Francisco.
      - Phase II will be composed of an online survey, but this is still being logistically planned out. The Workgroup discussed possible barriers and suggest alternatives.
    - July 15<sup>th</sup>
      - The meeting was less well-attended with scheduling and location being blamed as the main problems.
      - Workgroup Co-chair Jae Sevelius presented a draft focus group questionnaire. CM Scarce suggested taking one step back to have the Workgroup learn more about the COE, as well as Ryan White service categories.
  - The next meeting will occur on Wednesday, July 20 12:30-2 pm.
- PWLH Advocacy Group
  - CM Jewell stated that the PLWH Advocacy Group will meet this Friday, July 22 from 2-3:30 pm.
- Community Outreach, Listening and Advocacy Work Group
  - CS Asis reported:
    - The team (CM Spence, CS Asis and Consumer Advocate Ayako Miyashita) held an event in Marin last Wednesday with approximately seven to eight consumers showing up.
    - There was a spirited discussion on service delivery in Marin County.
    - The team will prepare a more report review soon.

#### **10. Letter of Support for SFRA HUD HUH Application – VOTE**

The Committee tabled this agenda item, and instead forwarded it to the Council for review and approval.

#### **11. Letter of Support for Anti-Discrimination Against the Formerly Incarcerated – VOTE**

The Committee tabled this agenda item, and instead forwarded it to the Council for review and approval.

#### **12. Policy and Procedure Update – VOTE**

The Committee tabled this agenda item, and instead forwarded it to the Council for review and approval.

#### **13. Review/Approve July 25<sup>th</sup> 2011 Council DRAFT Agenda – VOTE**

The Committee reviewed and amended the July 25<sup>th</sup> 2011 DRAFT Council agenda.

#### **14. Next Meeting Dates & Agenda Items**

The next Steering Committee meeting is tentatively scheduled for Monday, August 15<sup>th</sup> 2011 at 25 Van Ness, Room 330A, San Francisco from 5-7 pm.

Parking Lot:

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#### **15. Adjournment**

The meeting was adjourned by Co-Chair Jewell at 5:54 pm.

**Steering Committee**

**HIV Health Services Planning Council**

Roll Call: P=Present; A=Absent; E=Excused; L=Leave of Absence

Votes: Y=Yes; N=No; B=Abstain; R=Recused (deduct from quorum)

	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. John Andrews (At-Large)	E								
2. Lee Jewell (Council Co-Chair)	P								
3. Gerardo Ramos (CMA Co-Chair)	E								
4. Michael Scarce (CMA Co-Chair)	P								
5. Matt Geltnaker (GPA Co-Chair)	P								
6. Channing Wayne (GPA Co-Chair)	E								
7. Wade Flores (Membership Co-Chair)	E								
8. Eric Sutter (Membership Co-Chair)	P								
9. Ken Pearce (POI Co-Chair)	E								
10. Laura Thomas (Council Co-Chair)	E								
11. George Simmons (At-Large)	P								
12. Rachel Matillano (At-Large)	E								

Ayes									
Nays									
Abstain									
Recusal									
Total									



# HIV Health Services Planning Council

## STEERING COMMITTEE

Monday, August 15, 2011

Department of Public Health

25 Van Ness Avenue, 3<sup>rd</sup> Floor, Room 330A

5-7 pm

### Draft Agenda

1. Introductions Group 5:00
2. Review/Approve August 15<sup>th</sup> 2011 DRAFT Agenda – VOTE Group 5:02
3. Review/Approve June 20<sup>th</sup> and July 18<sup>th</sup> 2011 DRAFT Minutes – VOTE Group 5:05
4. Announcements Group 5:07
5. Public Comment Group 5:10
6. Council Support Update Council Staff 5:15
7. Co-Chair Update Co-Chairs 5:20
8. Committee and Work Group Reports – VOTE Group 5:25  
*The Committee will discuss the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensure linkage of Committee activities to the Full Council.*
  - Consumer and Minority Affairs Update
  - Government and Provider Affairs Update
  - Membership Committee Update
  - POI (Points of Integration) Update
  - Policy and Procedure Manual Work Group
  - Transgender Needs Assessment
  - PLWH Advocacy Group
  - Community Outreach, Listening and Activities Work Group
9. HIV Health Services Update and Discussion – VOTE Group 5:40  
*The Committee will receive an update from HHS, review the current RWPA award letter, and further discuss the need for information regarding LHPP & RWPA.*
10. Resource Allocation Discussion – VOTE Group 6:10  
*The Committee will review and discuss the resource allocation motion coming from the GPA Committee.*
11. Review/Approve August 22<sup>nd</sup> 2011 Council DRAFT Agenda – VOTE Group 6:30  
*The Committee will review and approve the draft agenda for July 25<sup>th</sup> 2011.*

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## 12. Policy and Procedure Update – VOTE

John Andrews 6:35

*The Policy and Procedure Workgroup will present proposed changes to policies.*

## 13. Next Meeting Dates & Agenda Items

Group 6:55

*The next Steering Committee meeting is tentatively scheduled for Monday, September 19<sup>th</sup> 2011 at 25 Van Ness, Room 330A, San Francisco from 5-7 pm.*

## 14. Adjournment

Group 7:00

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## HIV Health Services Planning Council

STEERING COMMITTEE

Monday, August 15, 2011  
Department of Public Health  
25 Van Ness, 3<sup>rd</sup> Floor, Room 330A  
5:00-7:00 pm

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**Committee Members Present:** John Andrews, Wade Flores, Matt Geltmaker, Lee Jewell, Steve Manley, Michael Scarce, Michelle Spence

**Committee Members Absent:** Lee Jewell, Rachel Matillano, Ken Pearce, Gerardo Ramos [LOA], Laura Thomas, George Simmons, Eric Sutter, Channing Wayne [E]

**Others Present:** Bill Blum [DPH-HHS], Mary Lawrence Hicks, Eddie Machtinger [Ward 86], Ali Marrero-Calderon [PHP/Ward 86], Courtney Mulhern-Pearson [SFAF], Wendy Phillips [Dolores Street], Mary Shroeder [Maitri], Michael Smithwick [Maitri]

**Support Staff Present:** Enrique Asis, William Ching, T.J. Lee, Mark Molnar

### Draft Minutes

#### 1. Introductions

The meeting was called to order at 5:06 pm by CS Molnar. Everyone introduced themselves and quorum was established.

#### 2. Review/Approve August 15<sup>th</sup> 2011 DRAFT Agenda – VOTE

The Committee reviewed and approved the August 15<sup>th</sup> 2011 DRAFT Agenda by consensus.

#### 3. Review/Approve June 20<sup>th</sup> and July 18<sup>th</sup> 2011 DRAFT Minutes – VOTE

The Committee reviewed and approved June 20<sup>th</sup> and July 18<sup>th</sup> 2011 DRAFT Minutes by consensus.

#### 4. Announcements

- CS Molnar announced that neither Council Co-chairs were able to attend today's meeting. Normally, a Council member would step in to facilitate, but the Co-chairs have asked CS Molnar to lead the meeting today.

#### 5. Public Comment

Wendy Phillips, acting executive director of Cohen House, said she is interested in learning more about the Council's work.

#### 6. Council Support Update

CS Molnar made the following announcements:

- The Summit will occur on Friday, August 26 and the regularly scheduled Council meeting will occur on Monday August 22<sup>nd</sup>.
- Reminded the Council to complete the Summit survey ASAP. The results will inform the Summit on August 26<sup>th</sup>.

#### 7. Co-Chair Update

Due to his absence, Council Co-chair Jewell has provided the Committee with an email message.

## 8. Committee and Work Group Reports – VOTE

- Consumer and Minority Affairs Update
  - CM Scarce reported:
    - The Committee received a report from the COLA event in Marin
    - Update from Transgender Needs Assessment Workgroup
      - Jae Sevelius will be attending the next CMA meeting to review draft focus group questions
    - The Committee tabled discussion for potential groups for the second needs assessment until after the Summit
    - Two prioritization and allocation motions were generated
    - The Committee elected CM Spence as new Co-chair
- Government and Provider Affairs Update
  - CM Geltmaker:
    - The Committee reviewed the HAPN presentation and received a minor MAI update
    - Reviewed motions from Membership
    - Discussed the formatting of summary sheets
- Membership Committee Update
  - CM Flores reported:
    - Reviewed motions from CMA
    - Reviewed and approved a letter of warning and a letter of probation
    - Grated a leave of absence request
    - Committee decided to increase recruiting efforts
- POI (Points of Integration) Committee Update
  - CS Asis reported:
    - The Committee continued a discussion on the needs of African Americans
- Policy and Procedure Manual Work Group
  - CM Andrews reported:
    - The Workgroup continued reviewing and revising policies with the help of Council Support
- Transgender Needs Assessment Work Group
  - CM Scarce reported:
    - The next Workgroup meeting will occur in September
    - Renewed push for new members and potential focus group participants
    - Clarified the division of labor between Council and CoE, meeting location, etc.

CM Andrews asked about interested participants without internet access. CM Scarce responded, saying that the group will be able to mail forms/questionnaires to interested parties. CMs Flores and Geltmaker would like more information to pass along to potential members/recruits in Marin and San Mateo, respectively.

- PWLH Advocacy Group
  - No update.

- Community Outreach, Listening and Advocacy Work Group
  - CS Asis reported:
    - There are no further COLA events scheduled at the time being and will wait to reconvene after the Summit
    - CS Molnar will prepare a report/summary of all previous COLA events and feedback
    - CM Andrews said we received one potential Council applicant as a result of COLA

#### 9. HIV Health Services Update – VOTE

Bill Blum, from DPH-HHS, updated the Committee on the following:

- Ryan White Funding
  - DPH has received a fourth award letter noticing an additional reduction of approximately \$770,000 that will be absorbed over a six month period, equating to a total overall cut of \$1.9 million dollars. Partner counties are still awaiting their award amounts.

CS Molnar brought the Committee's attention to the Co-chairs letter. The Co-chairs feel it was appropriate to bring budget issues to higher powers given the new award letter.

CM Hicks wanted more clarification on what is the Council's current position. CS Molnar said that after last year's Summit, the Council realized that Speaker Pelosi's addback might be jeopardized in ongoing negotiations. Thus the Council decided to hold off on 2010 Summit allocation decisions until details are finalized. The addback total has since been included in the President's Budget. The fourth award letter details a \$1.9 million dollar cut, but the Council does not know where these cuts come from.

Bill Blum assumes that the latest award amount will more or less be similar to last year's, so the Council should be able to base current decisions on the information available. He also said that the Council will unlikely be able to achieve savings in moving Ryan White clients to LIHPs because of longer life spans, new diagnoses and the overutilization of services.

The Committee reviewed the letter provided by the Co-chairs, which raised some questions. CM Andrews wondered how would these project reductions affect providers, especially six months into the contract year. Bill Blum said that DPH would most likely have to modify contracts and deliverables. He also wondered how will this affect Summit decisions. Bill Blum stated that proportional cuts to all service categories, rather than limiting it all to primary care, would limit political clout (Board of Supervisors).

Public Comment: Michael Smithwick warned the Council that it is playing a game of political chicken, allowing no time for the Council to adjust its decisions if advocacy does not work.

CM Scarce expressed a desire to increase transparency and was concerned that the Co-chairs are not in attendance to present or defend their positions. CM Hicks was also a little uncomfortable about being unable to talk to the Co-chairs about the letter, but she still feels compelled to revisit the Council's decisions from last year.

CM Manley stated that allocation at the Summit may be the best time to discuss this issue, but the conversation may run the risk of last all day. He wondered if it would be possible to dedicate a certain

time for this at the Summit. CS Molnar said that there would be some time allotted to discuss allocation at the Council meeting.

**MOTION-CM Hicks/CM Manley:**

For the Council to revisit its decision for the 2010 Resource Allocation.

**The motion passed unanimously. See Voting Sheet.1.**

CM Andrews spoke in favor of the motion, which would allow an opportunity to present their input to the Council.

Eddie Machtinger, a member of the public, stated that the Council needs to understand the real world implications of the cuts to core services, which would harshly impact Women HIV Programs.

Ali Marrero-Calderon, also a member of the public, expressed concern of the impact of cuts to core services would have on those recently diagnosed with HIV and linkages to care. Very anxious about budget cuts and how that may impact already marginalized communities.

Laurie, of the AIDS Health Project, understands the difficult decision that the Council and most providers would have to make in this difficult economic and political environment. She wondered if there would be a better way to visualize the 75%/25% funding split between core and support services.

▪ **LIHP**

- Bill Blum continued his update, telling the Committee that there is no sure way to calculate LIHP savings, if any.
- HRSA has recently issued guidance on LIHP implementation and that client transitions may be tied to recertification.
- DPH is cognizant of the many problems that may arise from this transition, both on the provider and consumer side.

Courtney Mulhern-Pearson, of the San Francisco AIDS Foundation, wanted to emphasize the number of clients eligible for LIHP is still unknown, as eligibility criteria (FPL, disease status, etc.) is still in flux.

**10. Resource Allocation Discussion – VOTE**

The Committee reviewed motions that originally began in the PLWH Advocacy Group and has been moved, discussed and amended as it wound through various Council Committees. CS Molnar noted two themes that have emerged through discussion: (1) parity between core and noncore services; and (2) an increased need for benefits counseling.

The motions as voted upon by the Government and Provider Affairs Committee:

**1. Level Funding Scenario**

*If resource allocation remains at the current level, service category resource allocation will remain level across all categories.*

*Due to the migration of RWPA clients to LIHP, if additional resources become available, resource allocation to Benefits Counseling service provision will be increased up to 25% of the current amount. If resources are available beyond that allocation, allocations will be shared proportionately across all service categories.*

## **2. Decreased Funding Scenario**

*If allocation levels are decreased, allocations for core services will then be reduced proportionately until the mandated 75% minimum of allocation to core services is reached. If further reduced allocation is required, reductions will occur proportionately across all service categories.*

*Due to the migration of RWPA clients to LIHP, if additional resources become available, resource allocation to Benefits Counseling service provision will be increased up to 25% of the current amount. If resources are available beyond that allocation, allocations will be shared proportionately across all service categories.*

## **3. Increased Funding Scenario**

*If allocation levels are increased, allocations for support services will then be increased proportionately until the mandated 25% maximum of allocation to support services is reached. If further increased allocation is required, increases will occur proportionately across all service categories.*

*Due to the migration of RWPA clients to LIHP, if additional resources become available, resource allocation to Benefits Counseling service provision will be increased up to 25% of the current amount. If resources are available beyond that allocation, allocations will be shared proportionately across all service categories.*

CS Molnar went on to say that the motions covered possible increased funding scenarios, including the use of rollover funds, as well as the flexibility to determine which service categories to fund. CM Scarce pointed out specificity and ambiguity: will these motions cover trainings, case managers, etc? CM Andrews wondered if general funds might be counted as "additional resources."

CM Hicks spoke against the motions, stating that given the Committee voted to revisit last year's motions, that it would be difficult and perhaps counterintuitive if the Council decided to consider these motions. The Council will need to wait on new information before making any serious decisions. CS Molnar responded saying the motions are broadly crafted as such to allow latitude in the face of new information.

### **MOTION-CM Scarce/CM Spence**

To accept motions as generated by the GPA Committee.

Public Comment: Eddie Machtinger spoke against the motion, saying that the 75/25 split between core and noncore services needs to be more closely examined.

The Committee expressed confusion as to whether a yes or not vote would be seen as an endorsement of the aforementioned motions. Some Committee members wondered if it was wise to vote on the motions at all.

Bill Blum offered some thoughts, saying that it is still unclear what is happening with the LIHP program and suggested that the Committee separate benefits counseling conversations until more concrete information is revealed.

CM Scarce doesn't believe that this vote would confuse Council members if information is presented in a clear manner. CM Manley believes that coming into the Summit with even a loosely crafted motion would save some time.

The motion was called into question. **The motion did not pass. See Voting Sheet.2.**

A new motion was crafted and reads as:

**MOTION-CM Geltmaker/CM Manley**

Due to the ongoing changes to benefits, allocation to benefits counseling provision should be a high priority in the Council's resource allocation discussion for 2012.

**The motion passed. See Voting Sheet.3.**

**11. Review/Approve August 22<sup>nd</sup> 2011 Council DRAFT Agenda – VOTE**

The Committee reviewed and amended the August 22<sup>nd</sup> 2011 DRAFT Council agenda.

**12. Policy and Procedure Update – VOTE**

The Committee forwarded this agenda item until the Council meeting.

**13. Next Meeting Dates & Agenda Items**

The next Steering Committee meeting is tentatively scheduled for Monday, September 19<sup>th</sup> 2011 at 25 Van Ness, Room 330A, San Francisco from 5-7 pm.

Parking Lot:

■

**14. Adjournment**

The meeting was adjourned by Co-Chair Jewell at 7:28 pm.

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**Steering Committee**

**HIV Health Services Planning Council**

Roll Call: P=Present; A=Absent; E=Excused; L=Leave of Absence

Votes: Y=Yes; N=No; B=Abstain; R=Recused (deduct from quorum)

	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. John Andrews (At-Large)	P	Y	N	Y					
2. Lee Jewell (Council Co-Chair)	A	-	-	-					
3. Gerardo Ramos (CMA Co-Chair)	LOA	-	-	-					
4. Michael Scarce (CMA Co-Chair)	P	Y	Y	Y					
5. Matt Geltmaker (GPA Co-Chair)	P	Y	N	Y					



6. Channing Wayne (GPA Co-Chair)	E	-	-	-					
7. Wade Flores (Membership Co-Chair)	P	Y	Y	Y					
8. Eric Sutter (Membership Co-Chair)	A	-	-	-					
9. Ken Pearce (POI Co-Chair)	A	-	-	-					
10. Laura Thomas (Council Co-Chair)	A	-	-	-					
11. George Simmons (At-Large)	A	-	-	-					
12. Rachel Matillano (At-Large)	A	-	-	-					
13. Michelle Spence	P	Y	-	-					
14. Steve Manley	P	Y	Y	Y					
1. Mary Lawrence Hicks	P	Y	N	Y					

Ayes									
Nayes									
Abstain									
Recusal									
Total									





# HIV Health Services Planning Council

STEERING COMMITTEE

Monday, September 19, 2011

Shanti Project

730 Polk Street, 3<sup>rd</sup> Floor, POH Conference Room

5-7 pm

## Draft Agenda

- |  |                    |
|--|--------------------|
| 1. Introductions   | Group 5:00         |
| 2. Review/Approve September 19 <sup>th</sup> 2011 DRAFT Agenda – VOTE  | Group 5:02         |
| 3. Review/Approve August 15 <sup>th</sup> 2011 DRAFT Minutes – VOTE  | Group 5:05         |
| 4. Announcements   | Group 5:07         |
| 5. Public Comment  | Group 5:10         |
| 6. Council Support Update  | Council Staff 5:15 |
| 7. Co-Chair Update   | Co-Chairs 5:20     |
| 8. Committee and Work Group Reports – VOTE   | Group 5:25         |
| <i>The Committee will discuss the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensure linkage of Committee activities to the Full Council.</i>  |                    |
| <ul style="list-style-type: none"><li>• Consumer and Minority Affairs Update</li><li>• Government and Provider Affairs Update</li><li>• Membership Committee Update</li><li>• POI (Points of Integration) Update</li><li>• Policy and Procedure Manual Work Group</li><li>• Transgender Needs Assessment</li><li>• PLWH Advocacy Group</li><li>• Community Outreach, Listening and Activities Work Group</li></ul> |                    |
| 9. HIV Health Services Update and Discussion – VOTE  | Group 5:55         |
| 10. Review/Approve September 26 <sup>th</sup> 2011 Council DRAFT Agenda – VOTE   | Group 6:15         |
| <i>The Committee will begin discussing options for engaging Health Care Reform.</i>  |                    |
| 11. October Joint Meeting Discussion – Vote  | Group 6:25         |
| <i>The Committee will begin discussing options for engaging Health Care Reform.</i>  |                    |
| 12. Review/Approve October 13 <sup>th</sup> 2011 Joint Council DRAFT Agenda – VOTE   | Group 6:40         |
| <i>The Committee will review and approve the draft agenda for October 13<sup>th</sup> 2011.</i>  |                    |

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### 13. Next Meeting Dates & Agenda Items

Group 6:55

The next Steering Committee meeting is tentatively scheduled for Monday, September 19<sup>th</sup> 2011 at Shanti Project, 730 Polk Street, POH Conference Room, San Francisco from 5-7 pm.

### 14. Adjournment

Group 7:00

The Steering Committee of the HIV Health Services Planning Council is made up primarily of the co-choirs of the Council's other committees. The primary responsibility of the Steering Committee is to oversee the work of all of the Council's active committees and ad hoc committees, as well as interface with representatives from the Department of Public Health HIV Health Services office; it is also responsible for creating and finalizing the agenda for the upcoming Council meeting.

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

HIV Health Services Planning Council  
730 Polk Street, 3<sup>rd</sup> Floor, San Francisco, CA 94109  
San Francisco Department of Public Health, HIV Health Services Office  
25 Van Ness Avenue, 5th Floor, San Francisco, CA 94102

The meeting facility is wheelchair accessible. The closest accessible BART Station is Civic Center, three blocks from City Hall. Accessible MUNI lines serving this location are: #47 Van Ness, and the #71 Haight/Noriego and the F Line to Market and Van Ness and the Metro stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142.

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THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT  
HIV Health Services Planning Council Offices, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.



## HIV Health Services Planning Council

### STEERING COMMITTEE

Monday, September 19, 2011

Department of Public Health

730 Polk, 3<sup>rd</sup> Floor,

5:00-7:00 pm

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**Committee Members Present:** John Andrews, Wade Flores, Channing Wayne, Matt Geltmaker, Laura Thomas,

**Committee Members Absent:** Lee Jewell [E], Rachel Matillano, Ken Pearce, Gerardo Ramos [LOA], George Simmons, Eric Sutter [E], Michelle Spence [E], Michael Scarce [E] [proxy Channing Wayne],

**Others Present:** Ken Hornsby [Council Applicant],

**Support Staff Present:** Enrique Asis, David Jordan, T.J. Lee, Mark Molnar

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### *Draft Minutes*

#### 1. Introductions

The meeting was called to order at 5:06 pm by Co-Chair Lara Thomas. Everyone introduced themselves and quorum was established.

#### 2. Review/Approve September 19<sup>th</sup> 2011 DRAFT Agenda – VOTE

The Committee reviewed and not approved the September 19<sup>th</sup> 2011 DRAFT Agenda by consensus.

- Policy and Procedure update added to the agenda

#### 3. Review/Approve August 15<sup>th</sup> 2011 DRAFT Minutes – VOTE

The Committee reviewed and approved August 15<sup>th</sup> 2011 DRAFT Minutes by consensus.

- CM Wayne noted that CM Jewell was listed as both absent and present.

#### 4. Announcements

- CM Flores will not be attending full council meeting next week
- CM Geltmaker announced that San Mateo & Marin are leaving State Office of AIDS for Prevention and joining EMA with San Francisco.

#### 5. Public Comment

There was no public comment.

#### 6. Council Support Update

CS Molnar made the following announcements:

- HAPN Meeting on October 7<sup>th</sup> at 9:30, 730 Polk 3<sup>rd</sup> floor API Banyan room.

#### 7. Co-Chair Update

- Co-Chair Jewell at Car Coalition meeting in Washington DC.

#### 8. Committee and Work Group Reports – VOTE

- Consumer and Minority Affairs Update
- CS Molnar:
  - Unable to discuss trans-needs assessment due to Jae's absents

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- Second needs assessment demographic was identified as Latino MSM's.
- Potential Work group/Task force for Health Care reform was discussed; group was divided on course of action.
- Government and Provider Affairs Update
  - CM Wayne:
    - Health Care reform Task Force was discussed, Committee felt that there was not enough information available as to what Task Force would do or who would participate, and chose not to vote on topic.
- Membership Committee Update
  - CM Flores reported:
    - Ken Pearce up for renewal.
    - Two new applicants up for review Ken Hornby and Justin Haith.
    - Discussed the continued LOA for Gerardo Ramos.
    - Discussed meeting with CS Simmons re: website.
- POI (Points of Integration) Committee Update
  - CM Thomas reported:
    - Discussed health disparities in African American population
    - Discussed content of Joint Meeting.
- Policy and Procedure Manual Work Group
  - CM Andrews reported:
    - Noted that many new people had attended meeting, which was appreciated
    - Next meeting rescheduled from 20<sup>th</sup> to 27<sup>th</sup>
- Transgender Needs Assessment Work Group
  - CS Molnar reported:
    - Work group has been stalled due to delays in IRB process.
- PWLH Advocacy Group
  - CS Molnar reported:
    - No update.
- Community Outreach, Listening and Advocacy Work Group
  - CS Molnar reported:
    - No Update, Group has not met.

#### 9. HIV Health Services Update – VOTE

No update:

#### 10. Review/Approve September 26<sup>th</sup> 2011 Council Draft Agenda – VOTE

- Addition of POI presentation
- Discuss CDC Changes funding for Prevention and Funding changes For Care and how those changes will affect how they interact.

#### 11. October Joint Meeting Discussion - Vote

- Any Policy and Procedure Issues not covered at September meeting
- Discuss recommendation from joint meeting

## 12. Review and Approve October 13<sup>th</sup> 2011 Joint Council Draft Agenda – Vote

## 13. Policy and Procedure Update

- CM Molnar presented:
  - Change in procedure for electing Co-Chairs re: selecting Co-Chair from prioritized communities (women and people of color), and that if a member of the community is not available then the council would have the freedom to elect someone outside of that population.
  - CM Thomas objected to the terminology “community vs. population”, and felt that a Co-Chair should focus less upon advocacy and more on objectivity of the whole council.
  - CM Flores and Geltmaker spoke in favor of CM Thomas’ point.
  - CM Andrews clarified the position of the Policy and Procedure committee, and suggested potential compromises.
  - CS Molnar Further Clarified the position of Policy and Procedure Committee as wanting to make sure that groups issues are represented on the council, but that CM Thomas’ point about terminology was valid and worth discussing at full Council Meeting.
  - CM Andrews recommend that the motion put forward by the Policy and Procedure Committee be amended, that the order of women and people be reversed within the motion, that the terminology be changed from communities to population, and that the portion that reads “represents the community” be stricken from the motion.
  - **Recommendation passed unanimously.**

## 14. Next Meeting Dates & Agenda Items

The next Steering Committee meeting is tentatively scheduled for Monday, October 19<sup>th</sup> 2011 at 730 Van Ness, 3<sup>rd</sup> floor, San Francisco from 5-7 pm.

Parking Lot:

## 15. Adjournment

The meeting was adjourned by Co-Chair Thomas 6:36 pm.

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Steering Committee







# HIV Health Services Planning Council

## STEERING COMMITTEE

Monday, October 17, 2011

Shanti Project

730 Polk Street, 3<sup>rd</sup> Floor, POH Conference Room

5-7 pm

### *Draft Agenda*

1. **Introductions** Group 5:00
2. **Review/Approve October 17<sup>th</sup> 2011 DRAFT Agenda – VOTE** Group 5:02
3. **Review/Approve September 19<sup>th</sup> 2011 DRAFT Minutes – VOTE** Group 5:05
4. **Announcements** Group 5:07
5. **Public Comment** Group 5:10
6. **Council Support Update** Council Staff 5:15
7. **Co-Chair Update** Co-Chairs 5:20
8. **Committee and Work Group Reports – VOTE** Group 5:25  
*The Committee will discuss the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensure linkage of Committee activities to the Full Council.*
  - Consumer and Minority Affairs Update
  - Government and Provider Affairs Update
  - Membership Committee Update
  - POI (Points of Integration) Update
  - Policy and Procedure Manual Work Group
  - Transgender Needs Assessment
  - PLWH Advocacy Group
  - Community Outreach, Listening and Activities Work Group
9. **HIV Health Services Update and Discussion – VOTE** Group 5:40
10. **Federal Health Care Reform Task Force - VOTE** Group 5:45  
*The Committee will review recommendations from the GPA & CMA Committees regarding the formation of a Task Force addressing Federal Health Care Reform.*
11. **Cultural Competency Next Steps – VOTE** Group 6:20  
*The Committee will review recommendations from the Council's Cultural Humility Consultant in order to form an ongoing action plan.*

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**12. November and December Full Council Meetings Discussion – Vote**

Group 6:50

*The Committee will discuss November 28<sup>th</sup> 2011 and December 28<sup>th</sup> 2011 Full Council meetings.*

**13. Next Meeting Dates & Agenda Items**

Group 6:57

*The next Steering Committee meeting is tentatively scheduled for Monday, November 21<sup>st</sup> 2011 at Shanti Project, 730 Polk Street, POH Conference Room , San Francisco from 5-7 pm.*

**14. Adjournment**

Group 7:00

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## HIV Health Services Planning Council

## STEERING COMMITTEE

Monday, October 17, 2011  
 Department of Public Health  
 730 Polk, 3<sup>rd</sup> Floor,  
 5:00-7:00 pm

**Committee Members Present:** John Andrews, Wade Flores, Lee Jewell, Matt Geltmaker, Mary Lawrence Hicks, Michael Scarce, Laura Thomas, Channing Wayne

**Committee Members Absent:** Rachel Matillano [LOA], Ken Pearce, Gerardo Ramos [LOA], George Simmons, Eric Sutter

**Others Present:** Bill Blum [DPH], James Frazier [Council Applicant], Michael Pitkin [Council Applicant], Brian DiCrocco [Council Applicant]

**Support Staff Present:** Enrique Asis, David Jordan, T.J. Lee, Mark Molnar

### *Draft Minutes*

#### 1. Introductions

The meeting was called to order at 5:06 pm by Co-Chair Lee Jewell. Everyone introduced themselves and quorum was established.

#### 2. Review/Approve October 17<sup>th</sup> 2011 DRAFT Agenda – VOTE

The Committee reviewed and approved the October 17<sup>th</sup> 2011 DRAFT Agenda by consensus.

- Item 12 was amended

#### 3. Review/Approve September 19<sup>th</sup> 2011 DRAFT Minutes – VOTE

The Committee reviewed and approved September 19<sup>th</sup> 2011 DRAFT Minutes by consensus.

- Notes are approved after amendments

#### 4. Announcements

- CM Andrews: Aging and HIV October 20<sup>th</sup> 5:30 -8:00 LGBT Center.
- CS Asis: Steve Manley speaking on HIV and aging at DPH October 18<sup>th</sup> 10:30.
- Mayor candidate forum on HIV October 19<sup>th</sup> State Building
- CM Andrews: San Mateo County Planning Council has entered partnership with Youth Commission.
- CS Molnar: New committee assignment will begin in November.

#### 5. Public Comment

- James Frazier [CM Marin Care Council] applying for Council membership.
- Michael Pitkin was critical of San Francisco System of Care and asked for greater Advocacy.

#### 6. Council Support Update

- CS LEE announced all committee meeting will be taking place at 730 Polk through November
- CS Asis announced that training for new council members upcoming in November.

#### 7. Co-Chair Update

- CM Jewell noted that there are again three Co-Chairs.

#### 8. Committee and Work Group Reports – VOTE

- Consumer and Minority Affairs Update

- CM Scarce asked that CMA, Trans, and COL be placed together on agenda.
- CM Scarce Reported on Trans needs assessment, stating that the timeline had been pushed back, then discussed the location of Marin and San Mateo Focus Groups would take place: the Focus group would take place in SF because that seemed likely to be the preference of participants.
- CM Andrews asked if transportation support would be provide for participants
- CM Scarce responded that the issue was still on the table, and the MOU would need to be revised.
- CM Scarce discussed Consumer Advocacy
- CM Scarce discussed the CMA committee's conversation about the Health Care Reform Task Force and the motion that is put forward.
- Government and Provider Affairs Update
  - CM Geltmaker reported that the GPA Committee modified the presentation calendar, and modified and voted forward the motion from CMA.
- Membership Committee Update
  - CM Andrews stated that the Membership Committee voted on and accepted the applications of two new council members. He also talked about the at large steering committee member seat.
- POI (Points of Integration) Committee Update
  - CS Molnar reported: that the Prevention Steering Committee rejected the recommendations made by the POI Committee due to challenges around expanding BRP, but voted in the action plan.
  - CM Simmons asked for clarity about testing in the work place.
  - CS Molnar stated that it was a general term and had not been defined
  - CM Hicks asked for clarification about process for Prevention council to accept recommendation.
  - CS Molnar explained that due to the rules of the Prevention council, acceptance of the POI recommendations have to pass successfully through Steering before they can move on to the full Council.
  - CM Scarce asked if the there was a strategy for improving efficacy of POI committee given the differences between The Care and Prevention Councils.
  - Dean Goodwin stated that the recommendations had not been kill completely but that the Steering Committee had asked for further data before making a decision.
- Policy and Procedure Manual Work Group
  - CM Andrews stated that the Policy & Procedure had not met since the last steering committee meeting; committee would be discussing revision of policy and procedure around Co-Chairs.
- Transgender Needs Assessment Work Group
  - Covered under CMA
- PWLH Advocacy Group
  - CS Molnar reported:
    - No update.

- Community Outreach, Listening and Advocacy Work Group
  - CS Molnar reported:
    - No Update, Group has not met.
- Public Comment
  - Brian stated that he was unsurprised that the POI recommendation had not passed, and provided greater context as to the Prevention Councils motivations.
  - James Frazier expressed his appreciation for what the council was doing in regards to the Transgender Needs Assessment.

#### 9. HIV Health Services Update – VOTE

- Bill Blum reported that:
  - Steve Manley accepted to position as trainer for HIV and Aging program through DPH.
  - Ryan White Application will be briefly available for review.
  - Three Year Plan: DPH willing to take part in Task Force, but would be unable to run and operate the Task Force.

#### 10. Federal Health Care Reform Task Force - Vote

- CS Molnar Stated that the previous CMA motion was not presented to Steering, because the GPA motion was true to the spirit of the original motion and that it was only made more specific.
- CM's Geltmaker and Hicks Stated that they would appreciate being presented all iterations of the motion.
- CM Simmons asked how the council would select a representative on the Task Force.
- CM Andrews asked if that representative would be empowered to speak for the council.
- CS Molnar Explained that the representative would be empowered to speak for the council, and would be beholden to the council and its' decision making process.
- CM Andrews asked if the entire EMA should be included in Task Force.
- CS Molnar stated that that would be a decision that the task force would have to make upon formation, but that would be a potentiality.
- Bill Blum clarified the process of creating the Three Year Plan by the DPH.
- CM Andrews stated that he felt that the motion did not need to be changed to include Marin and San Mateo because he felt the members would be keeping in mind the special needs of San Mateo and Marin.
  - The CMA Committee recommends the immediate formation of a Health Care Reform Task Force that works in conjunction with the Three Year Comprehensive Planning process and includes consumers, providers, DPH, and the planning Council as stake holders.
  - The GPA Committee recommends the council endorse the immediate formation of a Health Care Reform Task Force that works in conjunction with the Three Year HIV Comprehensive Planning process (as developed by SFDPH). The Task Force should include consumers, providers, DPH, the HHSPC/HPCC Planning Councils, and other concerned individuals as stake holders.
  - Motion Passed Unanimously

#### 11. Cultural Competency Next Steps - Vote

- Co-Chair Jewell stated that the intention was to have a robust discussion around accepting the recommendations made by Veronica Neal
- CM Hicks stated that she felt that many of the recommendation should be addressed by Policy & Procedure.
- CM Andrews stated that he planned to have a discussion with Veronica in the interest of shaping changes in Policy & Procedure, and that he would ask her for a list of tips.
- Co-Chair Jewell suggested that veronica attend a Policy & Procedure committee meeting
- CM Andrews suggested a priority survey that includes cultural humility.

- CS Molnar Asked the committee to weigh in on the recommendation of a yearly cultural competency training, and training a group of Council Members to assess cultural competency internally.
  - CS Asis stated that he felt that the training had improved in recent years, and that the council members have been good about providing feedback.
  - CM Geltmaker stated that felt that the Council Members have not been provided that ample time to process their thoughts in order to provide effective feedback.
  - CS Molnar responded by saying that issue was easily fixed.
  - CM Andrews stated that this could be folded into the repairs being made to the website.
  - CS Molnar reviewed recommendations :
    - Rules of Respectful Engagement be present.
    - Training CM's to assess to cultural Competency
    - Inclusion equity statement to P&P
    - Monthly Feedback
    - Review Rules of Respectful Engagement added to November agenda for all committees
    - More robust evaluation.
  - CM Scarce stated that he felt that because of the committee schedule, that CMA committee had less of a voice than committees later in the month.
  - CM Hicks stated that felt that committee structure was effective but that motions put forward by all committees be presented equally regardless of chronology.
  - CM Scarce stated that he felt that is was an additional burden because CMA committee members may feel they have to shepherd their motions through any following committees.
  - CM Geltmaker stated that all motions should be presented to the steering committee and be up for discussion.
  - CM Hicks forwarded the idea that there should be periodic joint meetings between CMA and GPA
- Public Comment**

Michael Pitkin Stated that he felt that amendments to motions should be tracked through each committee.

#### **12. November and December Full Council Meetings Discussion - Vote**

- **Motion: The November full council meeting should be moved to the previous Monday(28<sup>th</sup> to the 21<sup>st</sup>), and move Steering to the previous Thursday (the 17<sup>th</sup>)**
  - Motion passed
- **Motion: December meeting will be canceled**
  - Motion Passed

#### **13. Next Meeting Dates & Agenda Items**

The next Steering Committee meeting is scheduled for Monday, November 17<sup>th</sup> 2011 at 730 Polk, 3<sup>rd</sup> floor, San Francisco from 5-7 pm.

Parking Lot:

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#### **14. Adjournment**

The meeting was adjourned by Co-Chair Jewell at 6:36 pm.

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**Steering Committee**



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HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday, November 17, 2011  
Shanti Project  
730 Polk Street, 3<sup>rd</sup> Floor, POH Conference Room  
5-7 pm

### *Draft Agenda*

1. **Introductions** Group 5:00
2. **Review/Approve November 17<sup>th</sup> 2011 DRAFT Agenda – VOTE** Group 5:02
3. **Review/Approve October 17<sup>th</sup> 2011 DRAFT Minutes – VOTE** Group 5:05
4. **Announcements** Group 5:07
5. **Public Comment** Group 5:10
6. **Council Support Update** Council Staff 5:15
7. **Co-Chair Update** Co-Chairs 5:20
8. **Committee and Work Group Reports – VOTE** Group 5:25  
*The Committee will discuss the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensure linkage of Committee activities to the Full Council.*
  - Consumer and Minority Affairs Update
    - Community Outreach, Listening and Activities Work Group
    - PLWH Advocacy Group
    - Transgender Needs Assessment
  - Government and Provider Affairs Update
  - Membership Committee Update
  - POI (Points of Integration) Update
  - Policy and Procedure Manual Work Group
9. **HIV Health Services Update and Discussion – VOTE** Group 5:40
10. **Rules of Respectful Engagement Review – VOTE** Group 5:45  
*The committee will review the Rules of Respectful Engagement and give feedback if necessary.*
11. **Policy and Procedure Update – VOTE** Group 6:20  
*The Committee will review and vote on policies from the Policy and Procedure Work Group.*
12. **Next Meeting Dates & Agenda Items** Group 6:57  
*The next Steering Committee meeting is tentatively scheduled for Monday, December 19<sup>th</sup> 2011 at Shanti Project, 730 Polk Street, POH Conference Room, San Francisco from 5-7 pm.*

### **Steering Committee Mission Statement**

***The primary responsibility of the Steering Committee is to oversee the work of all of the Council's active committees and ad hoc committees, as well as interface with representatives from the Department of Public Health HIV Health Services office.***

*The Steering Committee of the HIV Health Services Planning Council is made up primarily of the co-chairs of the Council's other committees. The primary responsibility of the Steering Committee is to oversee the work of all of the Council's active committees and ad hoc committees, as well as interface with representatives from the Department of Public Health HIV Health Services office; it is also responsible for creating and finalizing the agenda for the upcoming Council meeting.*

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HIV Health Services Planning Council  
730 Palk Street, 3<sup>rd</sup> Floor, San Francisco, CA 94109  
San Francisco Department of Public Health, HIV Health Services Office  
25 Van Ness Avenue, 5th Floor, San Francisco, CA 94102

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HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday, November 17, 2011  
Shanti  
730 Polk, 3<sup>rd</sup> Floor,  
5:00-7:00 pm

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**Committee Members Present:** Lee Jewell [Co-Chair], Matt Geltmaker, Lee Jewell, Eric Sutter, Channing Wayne [Co-Chair]

**Committee Members Absent:** John Andrews[e], Wade Flores, Mary Lawrence Hicks, Ken Pearce, George Simmons [e], Michelle Spence, Michael Scarce

**Others Present:** Celinda Canto, Charles Siron, Mark Agtane.

**Support Staff Present:** Enrique Asis, David Jordan, Mark Molnar

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*Draft Minutes*

**1. Introductions**

The meeting was called to order at 5:06 pm by Co-Chair Lee Jewell. Everyone introduced themselves and quorum was not established.

**2. Review/Approve November 17<sup>th</sup> 2011 DRAFT Agenda – VOTE**

The Committee reviewed and did not approve the November 17<sup>th</sup> 2011 DRAFT Agenda due to lack of quorum.

**3. Review/Approve October 17<sup>th</sup> 2011 DRAFT Minutes – VOTE**

The Committee reviewed and did not approve October 17<sup>th</sup> 2011 DRAFT Minutes due to lack of quorum.

**4. Announcements**

- CM Sutter announced that he would be leaving early to be sworn in at CASA.

**5. Public Comment**

- None

**6. Council Support Update**

- CS Asis announced the training for new and prospective council members on Nov. 18 at 9am, 730 Polk 3<sup>rd</sup> Floor.
- CS Molnar announced that Dean Goodwin suffered a stroke over the weekend, also Steve Manley Suffered a heart attack and has stepped down from the council.
- HIV and Aging work group will be meeting Wednesday the 23<sup>rd</sup> of November CS Molnar will be taking Steve Manley's place at the meeting.
- Veronica Neal will be continuing her work with the council.

**7. Co-Chair Update**

- CM Wayne reported:
  - Conference call with new HRSA Program Officer.

**8. Committee and Work Group Reports – VOTE**

- Consumer and Minority Affairs Update
  - CS Molnar reported:
    - Reviewed Policies, and discussion around December's agenda, CMA job description and defining COL work group mission statement.

- Government and Provider Affairs Update
    - CM Geltmaker reported:
      - Amended Policy & Procedure Committee descriptions
      - Review Health Care Reform Presentations in advance of full Council meeting.
      - George Simmons Elected Co-Chair.
  - Membership Committee Update
    - CM Sutter reported:
      - Committee interviewed Trinity Dushon and chose not to offer membership
      - Committee reviewed the applications of potential council members Brian DiCrocco and James Frazier, and decided to put them forward for membership interviews.
      - CM's Flores and Sutter reelected as Co-Chair.
  - POI (Points of Integration) Committee Update
    - Did not meet
  - Policy and Procedure Manual Work Group
    - CS Molnar reported:
      - Continued review of policies and procedures, no quorum at October meeting necessitating review by Steering Committee of two items (Agenda Item #11).
  - Public Comment
    - None
- 9. HIV Health Services Update and Discussion-- VOTE**
- Celinda Canto reported:
    - LIHP plan due for submission, 25% of federal poverty Level, potential conflict between ADAP and LIHP pharmacy, question of utility of AYRES database.
    - CM Jewell asked Celinda to present an update on LIHP to full Council.
    - CM Geltmaker reported on LIHP process in San Mateo County.
    - Modifying contracts due to reductions.
- 10. Rules of Respectful Engagement Review - Vote**
- CS Molnar reported:
    - Rules of Respectful Engagement policy reviewed by all committees except POI.
    - Enlarged and laminated version of Rules of Respectful Engagement policy will be created and be present at future meetings.
- 11. Policy and Procedure Update – Vote**
- Item not discussed.
- 12. Review of Nov. 21<sup>st</sup> Full Council Meeting**
- Reviewed Full Council Agenda.
- 13. Next Meeting Dates & Agenda Items**
- The next Steering Committee meeting is scheduled for Monday, January 19<sup>th</sup> 2011 at 730 Polk, 3<sup>rd</sup> floor, San Francisco from 5-7 pm.
- By consensus Committee chose cancel Dec. Steering Committee Meeting

Parking Lot:

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**14. Adjournment**

The meeting was adjourned by Co-Chair Jewell at 5:59 pm.

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**Steering Committee**

Page 2 of 2



HIV Health Services Planning Council  
STEERING COMMITTEE  
Thursday, January 19, 2012  
Shanti Project  
730 Polk Street, 3<sup>rd</sup> Floor, POH Conference Room  
5-7 pm

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***Draft Agenda***

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  6. **Council Support Update** Council Staff 5:15
  7. **Co-Chair Update** Co-Chairs 5:20
  8. **Committee and Work Group Reports – VOTE** Group 5:25  
*The Committee will discuss the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensure linkage of Committee activities to the Full Council.*
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      - Community Outreach, Listening and Activities Work Group
      - PLWH Advocacy Group
      - Transgender Needs Assessment
    - Government and Provider Affairs Update
    - Membership Committee Update
    - POI (Points of Integration) Update
    - Policy and Procedure Manual Work Group
  9. **HIV Health Services Update and Discussion – VOTE** Group 5:50
  10. **Policy and Procedure Update – VOTE** Group 6:15  
*The Committee will review and vote on policies from the Policy and Procedure Work Group.*
  11. **Next Meeting Dates & Agenda Items - VOTE** Group 6:57  
*The next Steering Committee meeting is tentatively scheduled for TBD at Shanti Project, 730 Polk Street, POH Conference Room, San Francisco from 5-7 pm.*
  12. **Adjournment** Group 7:00
-

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## HIV Health Services Planning Council

### STEERING COMMITTEE

Thursday, January 19<sup>th</sup>, 2012

Shanti

730 Polk, 3<sup>rd</sup> Floor,

5:00-7:00 pm

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**Committee Members Present:** Lee Jewell, Matt Geltmaker, Eric Sutter

**Committee Members Absent:** John Andrews[e], Wade Flores, Mary Lawrence Hicks, Ken Pearce, George Simmons [e], Channing Wayne

**Others Present:** Bill Blum, Celinda Canto, Gerardo Ramos, Charles Siron, Mark Agtane.

**Support Staff Present:** Enrique Asis, David Jordan, Mark Molnar

### *Draft Minutes*

#### 1. Introductions

The meeting was called to order at 5:06 pm by Co-Chair Lee Jewell. Everyone introduced themselves and quorum was not established.

#### 2. Review/Approve January 19<sup>th</sup> 2011 DRAFT Agenda – VOTE

The Committee reviewed and did not approve the January 19<sup>th</sup> 2012 DRAFT Agenda due to lack of quorum.

#### 3. Review/Approve November 17<sup>th</sup> 2011 DRAFT Minutes – VOTE

The Committee reviewed and did not approve November 17<sup>th</sup> 2011 DRAFT Minutes due to lack of quorum.

#### 4. Announcements

- CS Molnar announced that the Three Year Plan work group will be meeting on Tuesday January 24<sup>th</sup>. The Health Care Reform Task Force has had its' first meeting. Cultural Competency training next Thursday. Outlined the Mayors actions to mitigate budget short fall due to lack of Pelosi "stop-loss" funds.

#### 5. Public Comment

- None

#### 6. Council Support Update

- CS Molnar asked that Council Members to submit a Bio for the Council website.

#### 7. Co-Chair Update

- CM Jewell reported:
  - Co-Chairs lobbying for replacement of "stop-loss" funds.

#### 8. Committee and Work Group Reports – VOTE

- Consumer and Minority Affairs Update
  - CS Molnar reported:
    - Transgender Women's needs assessment continues, IRB approval received, two of the focus groups have taken place with one to come (mono-lingual Spanish).
    - Presented COLA Mission statement
    - Steering committee recommended putting forward Mission Statement to full council.
- Government and Provider Affairs Update

- CM Geltmaker reported:
    - Presentation by Courtney Mulhern on essential benefits package.
  - Membership Committee Update
    - CM Sutter reported:
      - Membership Committee Recommended putting forward for vote at the full council Brian DiCrocchio's Council Membership.
  - POI (Points of Integration) Committee Update
    - CS Molnar Reported:
      - Bill Blum outlined the changes in the Prevention Council
      - CM Geltmaker noted that San Mateo and Marin will now each have one non-voting seat on the Prevention Council.
      - Full council to vote on whether to continue POI work group.
  - Policy and Procedure Manual Work Group
    - CS Molnar reported:
      - Policy & Procedure Work Group nearing competition.
  - Public Comment
    - None
- 9. HIV Health Services Update and Discussion— VOTE**
- Bill Blum reported:
    - Add back of left over funds.
- 10. Policy and Procedure Update – Vote**
- CS Molnar presented:
    - Decision Making Process
    - Request for Letters of Support
    - Conflict of Interest
    - Policy Procedure Manual
- 11. Review of Nov. 21<sup>st</sup> Full Council Meeting**
- Committee discussed the agenda for the next Full Council Meeting.
- 12. Next Meeting Dates & Agenda Items**
- The next Steering Committee meeting is scheduled for Thursday, February 23<sup>rd</sup> 2012 at 730 Polk, 3<sup>rd</sup> floor, San Francisco from 5-7 pm.

Parking Lot:

- 

**13. Adjournment**

The meeting was adjourned by Co-Chair Jewell at 6:06 pm.

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Steering Committee



HIV Health Services Planning Council  
STEERING COMMITTEE  
Thursday, February 23, 2012  
Shanti Project  
730 Polk Street, 3<sup>rd</sup> Floor, POH Conference Room  
5-7 pm

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***Draft Agenda***

1. **Introductions** Group 5:00
2. **Review/Approve February 23<sup>rd</sup> 2012 DRAFT Agenda – VOTE** Group 5:02
3. **Review/Approve Oct 17<sup>th</sup> 2011 Minutes, Nov 17<sup>th</sup> 2011 & Jan 19<sup>th</sup> 2012 DRAFT Notes – VOTE** Group 5:05
4. **Announcements** Group 5:07
5. **Public Comment** Group 5:10
6. **Council Support Update** Council Staff 5:15
7. **Co-Chair Update** Co-Chairs 5:20
8. **Committee and Work Group Reports – VOTE** Group 5:25  
*The Committee will discuss the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensure linkage of Committee activities to the Full Council.*
  - Consumer and Minority Affairs Update
    - Community Outreach, Listening and Activities Work Group
    - PLWH Advocacy Group
    - Transgender Needs Assessment
  - Government and Provider Affairs Update
  - Membership Committee Update
  - POI (Points of Integration) Update
  - Policy and Procedure Manual Work Group
9. **HIV Health Services Update and Discussion – VOTE** Group 5:50
10. **Prevention Presentation – VOTE** Group 6:15  
*The Committee will review the Prevention presentation from the DPH.*
11. **Steering Retreat Discussion – VOTE** Group 6:30  
*The Committee will discuss the planning for the Annual Steering Retreat.*
12. **CAEAR Discussion – VOTE** Group 6: 45  
*The Committee will discuss CAEAR Coalition Representation for the Council.*

### 13. Next Meeting Dates & Agenda Items - VOTE

Group 6:57

The next Steering Committee meeting is tentatively scheduled for March 19<sup>th</sup> 2012 at Shanti Project, 730 Polk Street, POH Conference Room, San Francisco from 5-7 pm.

### 14. Adjournment

Group 7:00

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#### **Steering Committee Mission Statement**

***The primary responsibility of the Steering Committee is to oversee the work of all of the Council's active committees and ad hoc committees, as well as interface with representatives from the Department of Public Health HIV Health Services office.***

---

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*HIV Health Services Planning Council  
730 Polk Street, 3<sup>rd</sup> Floor, San Francisco, CA 94109  
San Francisco Department of Public Health, HIV Health Services Office  
25 Von Ness Avenue, 5th Floor, San Francisco, CA 94102*

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HIV Health Services Planning Council  
STEERING COMMITTEE  
Thursday, February 23<sup>rd</sup>, 2012  
Shanti  
730 Polk, 3<sup>rd</sup> Floor,  
5:00-7:00 pm

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**Committee Members Present:** John Andrews, Wade Flores, Matt Geltmaker, Mary Lawrence Hicks, Kenneth Hornby, Lee Jewell, George Simmons  
**Committee Members Absent:** Justin Haith, Matthew Miller, Catherine Newell, Eric Sutter, [E] Channing Wayne [LOA], Michael Scarce  
**Others Present:** Celinda Cantu, Dean Goodwin, Charles Siron, Mark Agtane.  
**Support Staff Present:** David Jordan, Mark Molnar

### *Minutes*

**1. Introductions**

The meeting was called to order at 5:06 pm by Co-Chair Lee Jewell. Everyone introduced themselves and quorum was established.

**2. Review/Approve February 23rd 2011 DRAFT Agenda – VOTE**

The Committee reviewed and approved the DRAFT Agenda.

**3. Review/Approve October 17<sup>th</sup>, November 17<sup>th</sup> 2011, and January 18<sup>th</sup> 2012 DRAFT Minutes – VOTE**

The Committee reviewed amended approved the DRAFT Minutes.

**4. Announcements**

- CM Flores announced that Marin Care Council is lobbying the Board of Supervisors to provide add-back fund to cover budget short-fall.

**5. Public Comment**

- None

**6. Council Support Update**

- CS Molnar reported on:
  - LGBT Senior Advisory Group and LTCCC.
  - Most recent Three Year Comprehensive Plan work group meeting canceled, next meeting Tuesday March 6<sup>th</sup>

**7. Co-Chair Update**

- CM Jewell reported:
  - Co-Chairs successful in lobbying supervisors for add-back funds to make up funding shortfall.

**8. Committee and Work Group Reports – VOTE**

- Consumer and Minority Affairs Update
  - CS Molnar reported:
    - Transgender Women's Needs Assessment work group has not met this year, all focus groups have taken place, online survey pending.
    - COLA overview was discussed.







## HIV Health Services Planning Council

### STEERING COMMITTEE

Thursday, February 23<sup>rd</sup>, 2012

Shanti

730 Polk, 3<sup>rd</sup> Floor,

5:00-7:00 pm

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**Committee Members Present:** John Andrews, Wade Flores, Matt Geltmaker, Mary Lawrence Hicks, Kenneth Hornby, Lee Jewell, George Simmons

**Committee Members Absent:** Justin Haith, Matthew Miller, Catherine Newell, Eric Sutter, [E] Channing Wayne [LOA], Michael Scarce

**Others Present:** Celinda Cantu, Dean Goodwin, Charles Siron, Mark Agtane.

**Support Staff Present:** David Jordan, Mark Molnar

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- CM Jewell reported:
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#### 8. Committee and Work Group Reports – VOTE

- Consumer and Minority Affairs Update
  - CS Molnar reported:
    - Transgender Women's Needs Assessment work group has not met this year, all focus groups have taken place, online survey pending.
    - COLA overview was discussed.

- The steering committee recommended moving the COLA Overview forward to the Full Council.
- Government and Provider Affairs Update
    - CM Geltmaker reported:
      - Reviewed Prevention presentation.
  - Membership Committee Update
    - CM Andrews reported:
      - Membership Committee moved forward for interview two new potential council members.
  - POI (Points of Integration) Committee Update
    - CS Molnar Reported:
      - Did not meet due to changes with Prevention Council.
  - Policy and Procedure Manual Work Group
    - CM Andrews reported:
      - The Policy and Procedure manual in near completion.
      - Work will begin soon on by-laws.
  - Public Comment
    - None
- 9. HIV Health Services Update and Discussion– VOTE**
- Dean Goodwin reported on:
    - 2012-2013 award letter due in March.
    - LIHP transition.
    - Impending close of Tenderloin Health
    - PRC beginning pilot benefits training program for providers in advance of LIHP transition.
- 10. Prevention Presentation – Vote**
- CM's Simmons and Geltmaker summarized the Prevention Presentation given by Israel Neves (sp) at the previous GPA meeting.
- 11. Steering Retreat Discussion**
- CM Molnar reported on:
    - Potential dates for Steering Retreat.
    - CM Simmons Motioned to schedule the retreat on April 13, CM Hornby seconded
    - **Motion passed**
    - Proposed using half of the day to discuss Three Year Comprehensive Plan Review, and the other half for Cultural Humility.
    - The Committee discussed structure of Steering retreat. Committee recommended splitting the day between the two items.
- 12. CAEAR Discussion**
- CM Molnar presented the CAEAR Representative policy.
  - CM Geltmaker Motioned to move policy forward to Full Council, CM Hornby Seconded.
  - **Motioned Passed**

**13. Review of February 27<sup>th</sup> Full Council Meeting Agenda.**

- Committee discussed the agenda for the next Full Council Meeting.

**14. Next Meeting Dates & Agenda Items**

The next Steering Committee meeting is scheduled for Thursday, March 19<sup>th</sup> 2012 at 730 Polk, 3<sup>rd</sup> floor, San Francisco from 5-7 pm.

Parking Lot:

■

**15. Adjournment**

The meeting was adjourned by Co-Chair Jewell at 6:03 pm.

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Steering Committee





# HIV Health Services Planning Council

## STEERING COMMITTEE

Monday, March 19, 2012

Shanti Project

730 Polk Street, 3<sup>rd</sup> Floor, POH Conference Room

5-7 pm

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### ***Draft Agenda***

1. **Introductions** Group 5:00
2. **Review/Approve February 23<sup>rd</sup> 2012 DRAFT Agenda – VOTE** Group 5:02
3. **Review/Approve February 23<sup>rd</sup> Minutes – VOTE** Group 5:05
4. **Announcements** Group 5:07
5. **Public Comment** Group 5:10
6. **Council Support Update** Council Staff 5:15
7. **Co-Chair Update** Co-Chairs 5:20
8. **Part D Presentation – VOTE** Lara Tannenbaum 5:25  
*The Committee will receive a presentation on Part D.*
9. **Committee and Work Group Reports – VOTE** Group 5:55  
*The Committee will discuss the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensure linkage of Committee activities to the Full Council.*
  - Consumer and Minority Affairs Update
    - Community Outreach, Listening and Activities Work Group
    - PLWH Advocacy Group
    - Transgender Needs Assessment
  - Government and Provider Affairs Update
  - Membership Committee Update
  - POI (Points of Integration) Update
  - Policy and Procedure Manual Work Group
10. **HIV Health Services Update and Discussion – VOTE** Group 6:20
11. **Eligibility Criteria – VOTE** Group 6:15  
*The Committee will review the Eligibility Criteria presentation.*
12. **Steering Retreat Discussion – VOTE** Group 6:30  
*The Committee will discuss the planning for the Annual Steering Retreat.*

**13. Cultural Humility – VOTE**

Group 6: 45

*The Committee will discuss CAEAR Coalition Representation for the Council.*

**14. Next Meeting Dates & Agenda Items - VOTE**

Group 6:57

*The next Steering Committee meeting is tentatively scheduled for April 16<sup>th</sup> 2012 at Shanti Project, 730 Polk Street, POH Conference Room, San Francisco from 5-7 pm.*

**15. Adjournment**

Group 7:00

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San Francisco Department of Public Health, HIV Health Services Office  
25 Van Ness Avenue, 5th Floor, San Francisco, CA 94102

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# HIV Health Services Planning Council

## STEERING COMMITTEE

Thursday, March 19<sup>th</sup>, 2012

Shanti

730 Polk, 3<sup>rd</sup> Floor,

5:00-7:00 pm

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**Committee Members Present:** John Andrews, Matt Geltmaker, Mary Lawrence Hicks, Kenneth Hornby, Lee Jewell, Matthew Miller, Catherine Newell, Michael Scarce, Eric Sutter

**Committee Members Absent:** Wade Flores, Justin Haith, George Simmons, Channing Wayne [LOA],

**Others Present:** Dean Goodwin, Gerardo Ramos, Charles Siron, Lara Tannenbaum

**Support Staff Present:** Enrique Asis, David Jordan, T.J. Lee, Mark Molnar

### *Minutes*

#### 1. Introductions

The meeting was called to order at 5:06 pm by Co-Chair Lee Jewell. Everyone introduced themselves and quorum was established.

#### 2. Review/Approve March 19<sup>th</sup> 2011 DRAFT Agenda – VOTE

The Committee reviewed and approved the DRAFT Agenda.

#### 3. Review/Approve February 23<sup>rd</sup> 2012 DRAFT Minutes – VOTE

The Committee reviewed amended approved the DRAFT Minutes.

#### 4. Announcements

- CM Geltmaker announced “Faces of HIV” presentation at San Mateo Youth conference
- CM Jewell announced that he had attended the State Budget committee spoke regarding the ADAP increase.

#### 5. Public Comment

- None

#### 6. Council Support Update

- CS Molnar reported on:
  - Needs assessment HIV and aging.
  - Melanie ? recommend by Veronica Neal to continue cultural humility work.
  - HAPN met with the Mayor
  - Thanked Council members who turned for supervisor’s budget hearing.
  - Co-Chair Wayne will be returning.
- CS Asis reported on LTCCC

#### 7. Co-Chair Update

- CM Jewell Reported:

#### 8. Part D Presentation

- CM Hicks framed the conversation about Ryan White Part D.

- CM Tannenbaum outlined the presentation specifically about funding cuts to Ryan White Part D and the collaboration between Family Services Network and Larkin Street Youth Services, in advance of Full Council Meeting.

## 9. Committee and Work Group Reports – VOTE

- Consumer and Minority Affairs Update
  - CM Miller reported:
    - COLA Meeting Previous Wednesday, selected targets for upcoming listening activity.
    - CM Scarce reported on Transgender Women's Needs Assessment, he related some confusion around the total number focus groups that would take place but that all groups had taken place and that the groups are being transcribed for analysis.
    - CS Molnar noted that total number of participants of 37 has nearly met the projected number of 40, and that he felt that they were adequate in their diversity; though there seemed to be issues around participation from San Mateo and Marin.
    - CS Molnar reported on HCAP drafting a letter emergency financial aid regarding allegations of racial discrimination cultural competency.
- Government and Provider Affairs Update
  - CM Geltmaker reported:
    - GPA did not meet in March.
- Membership Committee Update
  - CM Sutter reported:
    - Michael Smithwick's application moved forward to a vote.
    - Loren's application has been declined due to a conflict of interest.
    - POI Members have been given new committee assignments.
- POI (Points of Integration) Committee Update
  - CS Molnar Reported:
    - Did not meet due to changes with Prevention Council.
- Policy and Procedure Manual Work Group
  - CM Andrews reported:
    - Debriefed on previous Full Council meeting.
    - Discussed Job descriptions for Council Members representatives on outside bodies.
    - HCAP.
    - Public information.
- Public Comment
  - None

## 10. HIV Health Services Update and Discussion– VOTE

- Dean Goodwin reported on:
  - API has been selected as COI for the Tenderloin are to fill the gap will the loss of Tenderloin Health. API will be picking –up much of the frontline staff from Tenderloin Health as well as maintaining location.
  - Grant Colfax.

- Site visits.

**11. Eligibility Criteria – Vote**

- CS Molnar presented the adjustments to the eligibility criteria, severe need, and special population.
- **Motion passed unanimously.**

**12. Cultural Humility - Vote**

- CS Molnar

**13. Review of February 27<sup>th</sup> Full Council Meeting Agenda.**

- Committee discussed the agenda for the next Full Council Meeting.

**14. Next Meeting Dates & Agenda Items**

The next Steering Committee meeting is scheduled for Thursday, April 19<sup>th</sup> 2012 at 730 Polk, 3<sup>rd</sup> floor, San Francisco from 4-6 pm.

Parking Lot:

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**15. Adjournment**

The meeting was adjourned by Co-Chair Jewell at 5:50 pm.

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Steering Committee





HIV Health Services Planning Council  
STEERING COMMITTEE  
Friday, April 13<sup>th</sup>, 2012  
Zen Center  
300 Page Street (at Laguna Street)  
9:30 – 4:30 pm

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***Draft Agenda***

- |  |                    |
|--|--------------------|
| 1. Breakfast   | 9:30               |
| 2. Introductions   | 10:00              |
| 3. Review/Approve April 13 <sup>th</sup> 2012 DRAFT Agenda – VOTE  | 10:02              |
| 4. Review/Approve March 19 <sup>th</sup> Minutes – VOTE  | 10:05              |
| 5. Announcements   | 10:07              |
| 6. Public Comment  | 10:10              |
| 7. Cultural Humility – VOTE  | Mark Molnar 10:15  |
| <i>The Committee will have a learning session on the goals of Cultural Humility and will discuss next steps for the Council and the Council's Cultural Humility Consultant. This agenda item will include a 10 minute break.</i> |                    |
| 8. Lunch   | 12:30              |
| 9. Steering Committee Update – VOTE  | 1:00               |
| <i>The Committee will discuss any Steering Committee updates, as needed.</i>   |                    |
| 10. Three-Year Comprehensive Plan – VOTE   | Robert Whirry 1:15 |
| <i>The Committee will review the Goals and Values within the Three-Year Comprehensive Plan and forward any recommendations to the full Council for approval. This agenda item will include a 15 minute break.</i>                |                    |
| 11. Next Meeting Dates & Agenda Items - VOTE   | 4:25               |
| <i>The next Steering Committee meeting is tentatively scheduled for May 21<sup>st</sup> 2012 at Shanti Project, 730 Polk Street, POH Conference Room, San Francisco from 5-7 pm.</i>   |                    |
| 12. Adjournment  | 4:30               |
-

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## Notice of and RSVP Request for the Steering May 17, 2012 meeting - DRAFT Agenda and DRAFT Minutes

T. J. Lee [tlee@shanti.org]

Sent: Wednesday, May 16, 2012 1:48 PM

To: SF Docs

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HIV Health Services Planning Council



STEERING COMMITTEE

Thursday May 17, 2012

Shanti Project

730 Polk Street, 3<sup>rd</sup> Floor, POH Conference Room  
5-7 pm

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T.J. Lee

Administrative Program Manager  
San Francisco HIV Health Services Planning Council

Founder & Co-Facilitator  
"Jeffrey's Place", a Gay/Bi/Queer Men's Cancer Support Group

730 Polk Street 3<sup>rd</sup> Floor  
San Francisco, CA 94109  
direct 415.674.4768 | fax 415.674.0373  
[tlee@shanti.org](mailto:tlee@shanti.org)

*The San Francisco HIV Health Services Planning Council is dedicated to creating the ideal health system for people living with HIV/AIDS in San Francisco, San Mateo and Marin Counties.*

*Shanti exists to enhance the quality of life, health and well-being of people living with life-threatening illnesses.*







HIV Health Services Planning Council  
STEERING COMMITTEE  
Thursday May 17, 2012  
Shanti Project  
730 Polk Street, 3<sup>rd</sup> Floor, POH Conference Room  
5-7 pm

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***Draft Agenda***

- |  |                |
|--|----------------|
| 1. Introductions                                       | Group 5:00     |
| 2. Review/Approve May 17th 2012 DRAFT Agenda – VOTE    | Group 5:02     |
| 3. Review/Approve March 19th 2012 DRAFT Minutes – VOTE | Group 5:05     |
| 4. Announcements                                       | Group 5:07     |
| 5. Public Comment                                      | Group 5:10     |
| 6. Co-Chair Update                                     | Co-Chairs 5:20 |

*The Committee will receive an update from the Co-Chairs, including an update on efforts being made locally to restore cuts to RWPA.*

- |                                     |            |
|-------------------------------------|------------|
| 7. Committee and Work Group Reports | Group 5:40 |
|-------------------------------------|------------|

*The Committee will discuss the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensure linkage of Committee activities to the Full Council.*

- Consumer and Minority Affairs Update
  - Community Outreach, Listening and Activities Work Group
  - Latino MSM Needs Assessment
  - Transgender Needs Assessment
  - HIV & Aging Utilization Survey
- Government and Provider Affairs Update
- Membership Committee Update
- POI (Points of Integration) Update
- Policy and Procedure Manual Work Group

- |   |                      |
|---|----------------------|
| 8. HIV Health Services Update             | Bill Blum Group 6:20 |
| 9. LTCCC Representative Discussion – VOTE | Group 6:30           |

*The Committee will discuss the recent decision made by the Membership Committee regarding the LTCCC rep.*

**10. Council Support Update**

Mark Molnar 6:45

*The Committee will receive an update from Council Staff, including a report-back from the Steering Retreat.*

**11. Next Meeting Dates & Agenda Items - VOTE**

Group 6:57

*The next Steering Committee meeting is tentatively scheduled for June 18<sup>th</sup> 2012 at Shanti Project, 730 Polk Street, POH Conference Room, San Francisco from 4:00 - 6:00 pm.*

**12. Adjournment**

Group 7:00

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***Steering Committee Mission Statement***

***The primary responsibility of the Steering Committee is to oversee the work of all of the Council's active committees and ad hoc committees, as well as interface with representatives from the Department of Public Health HIV Health Services office.***

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## HIV Health Services Planning Council

### STEERING COMMITTEE

Thursday, May 17<sup>th</sup>, 2012

Shanti

730 Polk, 3<sup>rd</sup> Floor, POH Conference Room

5:00-7:00 pm

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**Committee Members Present:** John Andrews, Matt Geltmaker, Mary Lawrence Hicks, Lee Jewell, Matthew Miller, Michael Scarce, Channing Wayne, Wade Flores

**Committee Members Absent:** Eric Sutter, Justin Haith, Kenneth Hornby, Catherine Newell, George Simmons

**Others Present:** Dean Goodwin, Gerardo Ramos, Charles Siron, Lara Tannenbaum

**Support Staff Present:** Mark Molnar

### *Minutes*

#### 1. Introductions

The meeting was called to order at 5:20 pm by Co-Chair Channing Wayne. Everyone introduced themselves and quorum was established.

#### 2. Review/Approve May 17<sup>th</sup> 2012 DRAFT Agenda – VOTE

The Committee reviewed and approved the May 17<sup>th</sup> 2012 DRAFT Agenda.

#### 3. Review/Approve March 19<sup>th</sup> 2012 DRAFT Minutes – VOTE

The Committee reviewed amended approved the March 19<sup>th</sup> 2012 DRAFT Minutes.

#### 4. Announcements

- CM Miller announced George Lucas will be sponsoring a low income housing facility for seniors in Marin.
- CM Andrews asked if Council leadership should come up with recommendations to discuss at next Steering meeting regarding reauthorization through July for HRSA.
- Marin Care Council hosting a community Forum on gaps/barriers to care on May 22 from 5:30-7:30
- CM Flores announced that Marin convened a Client Advocacy Committee.
- CM Geltmaker announced that LIHP Stakeholder Advisory Group has been convened and that he will be a part of it.

#### 5. Public Comment

- None

#### 6. Co-Chair Update

- CM Jewell Reported:
  - Mayor Lee announced that Part A and Prevention dollars will be back-filled.

#### 7. Committee and Work Group Reports – VOTE

- Consumer and Minority Affairs Update
  - CM Miller reported:

- Discussion of Conflict and Communication, approval of HCAP Program Description, and Cultural Humility.
- COLA:
  - Team met on May 3<sup>rd</sup> to discuss session at Ward 86 Women's Clinic.
- Latino MSM Needs Assessment:
  - Met on May 19<sup>th</sup>- CS Asis elected co-chair.
- Transgender Women's Needs Assessment:
  - Met on May 13<sup>th</sup>- recommended no online survey.
- HIV and Aging Utilization Survey:
  - Met on May 11<sup>th</sup>- proposal submitted to IRB.
- Government and Provider Affairs Update
  - CM Geltmaker reported:
    - Reviewed upcoming presentations for benefits training report-back, continuing quality assurance, and SF Health Plan.
- Membership Committee Update
  - CM Flores reported:
    - Ronaldo Hernandez approved.
    - Margaret Baran and Bill Haskell attended and discussed membership attendance for LTCCC Representative.
    - Discussed Social Event to take place after next steering meeting
- Policy and Procedure Manual Work Group
  - CM Andrews reported on the current work of the group.
- Public Comment
  - None

#### **8. HIV Health Services Update and Discussion– VOTE**

- Dean Goodwin provided HHS update on draft agenda.

#### **9. LTCCC – Vote**

- Committee discussed the updated policy on meeting attendance requirements.
- CM Geltmaker moved to accept policy, CM Miller seconded.
- **Motion approved unanimously.**
- Policy and Procedure committee will draft a job description for HHSPC's LTCCC Representative.

#### **10. Council Support Update**

- None.

#### **11. Next Meeting Dates & Agenda Items**

The next Steering Committee meeting is scheduled for Thursday, June 18<sup>th</sup> 2012 at 730 Polk, 3<sup>rd</sup> floor, San Francisco from 4-6 pm.

#### **12. Adjournment**

The meeting was adjourned by Co-Chair Jewell at 5:50 pm.



# HIV Health Services Planning Council

## STEERING COMMITTEE

Monday June 18th, 2012

Shanti Project

730 Polk Street, 3<sup>rd</sup> Floor, POH Conference Room

4:00 - 5:00 pm

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### ***Draft Agenda***

- |  |            |
|--|------------|
| 1. Introductions                                     | Group 4:00 |
| 2. Review/Approve June 18th 2012 DRAFT Agenda – VOTE | Group 4:02 |
| 3. Review/Approve May 17th 2012 DRAFT Minutes – VOTE | Group 4:05 |
| 4. Announcements                                     | Group 4:07 |
| 5. Public Comment                                    | Group 4:10 |
| 6. Committee and Work Group Reports                  | Group 4:15 |

*The Committee will discuss the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensure linkage of Committee activities to the Full Council.*

- Consumer and Minority Affairs Update
  - Community Outreach, Listening and Activities Work Group
  - Latino MSM Needs Assessment
  - Transgender Needs Assessment
  - HIV & Aging Utilization Survey
- Government and Provider Affairs Update
- Membership Committee Update
- POI (Points of Integration) Update
- Policy and Procedure Manual Work Group

- |                                      |                                 |
|--------------------------------------|---------------------------------|
| 7. HIV Health Services Update - VOTE | Bill Blum and Dean Goodwin 4:35 |
|--------------------------------------|---------------------------------|

*The Committee will review and vote upon a resource reallocation scenario from DPH HHS.*

- |                                     |            |
|-------------------------------------|------------|
| 8. Committee and Work Group Reports | Group 5:05 |
|-------------------------------------|------------|

*This Steering Committee is scheduled to end approximately an hour earlier to allow time for a Council Social.*

*The next Steering Committee meeting is tentatively scheduled for July 16<sup>th</sup> 2012 at Shanti Project, 730 Polk Street, POH Conference Room, San Francisco from 4:00 - 6:00 pm.*

- |                |            |
|----------------|------------|
| 9. Adjournment | Group 5:07 |
|----------------|------------|

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HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday June 18th, 2012  
Shanti Project  
730 Polk Street, 3<sup>rd</sup> Floor, POH Conference Room  
4:00 - 5:00 pm

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**Committee Members Present:** John Andrews, Matt Geltmaker, Mary Lawrence Hicks, Kenneth Hornby, Lee Jewell, Matthew Miller, Catherine Newell, Michael Scarce, Eric Sutter

**Committee Members Absent:** Wade Flores, Justin Haith, George Simmons, Channing Wayne [LOA],

**Others Present:** Dean Goodwin, Gerardo Ramos, Charles Siron, Lara Tannenbaum

**Support Staff Present:** Enrique Asis, David Jordan, T.J. Lee, Mark Molnar

### *Draft Minutes*

#### 1. Introductions

The meeting was called to order at 5:06 pm by Co-Chair Lee Jewell. Everyone introduced themselves and quorum was established.

#### 2. Review/Approve March 19<sup>th</sup> 2011 DRAFT Agenda – VOTE

The Committee reviewed and approved the DRAFT Agenda.

#### 3. Review/Approve February 23<sup>rd</sup> 2012 DRAFT Minutes – VOTE

The Committee reviewed amended approved the DRAFT Minutes.

#### 4. Announcements

- CM Geltmaker announced “Faces of HIV” presentation at San Mateo Youth conference
- CM Jewell announced that he had attended the State Budget committee spoke regarding the ADAP increase.

#### 5. Public Comment

- None

#### 6. Council Support Update

- CS Molnar reported on:
  - Needs assessment HIV and aging.
  - Melanie ? recommend by Veronica Neal to continue cultural humility work.
  - HAPN met with the Mayor
  - Thanked Council members who turned for supervisor’s budget hearing.
  - Co-Chair Wayne will be returning.
- CS Asis reported on LTCCC

#### 7. Co-Chair Update

- CM Jewell Reported:

#### 8. Part D Presentation

- CM Hicks framed the conversation about Ryan White Part D.

- CM Tannenbaum outlined the presentation specifically about funding cuts to Ryan White Part D and the collaboration between Family Services Network and Larkin Street Youth Services, in advance of Full Council Meeting.

## 9. Committee and Work Group Reports – VOTE

- Consumer and Minority Affairs Update
  - CM Miller reported:
    - COLA Meeting Previous Wednesday, selected targets for upcoming listening activity.
    - CM Scarce reported on Transgender Women's Needs Assessment, he related some confusion around the total number focus groups that would take place but that all groups had taken place and that the groups are being transcribed for analysis.
    - CS Molnar noted that total number of participants of 37 has nearly met the projected number of 40, and that he felt that they were adequate in their diversity; though there seemed to be issues around participation from San Mateo and Marin.
    - CS Molnar reported on HCAP drafting a letter emergency financial aid regarding allegations of racial discrimination cultural competency.
- Government and Provider Affairs Update
  - CM Geltmaker reported:
    - GPA did not meet in March.
- Membership Committee Update
  - CM Sutter reported:
    - Michael Smithwick's application moved forward to a vote.
    - Loren's application has been declined due to a conflict of interest.
    - POI Members have been given new committee assignments.
- POI (Points of Integration) Committee Update
  - CS Molnar Reported:
    - Did not meet due to changes with Prevention Council.
- Policy and Procedure Manual Work Group
  - CM Andrews reported:
    - Debriefed on previous Full Council meeting.
    - Discussed Job descriptions for Council Members representatives on outside bodies.
    - HCAP.
    - Public information.
- Public Comment
  - None

## 10. HIV Health Services Update and Discussion– VOTE

- Dean Goodwin reported on:
  - API has been selected as COI for the Tenderloin are to fill the gap will the loss of Tender Loin Health. API will Be picking –up much of the frontline staff from Tenderloin Health as well as maintaining location.
  - Grant Colfax.

- Site visits.

**11. Eligibility Criteria – Vote**

- CS Molnar presented the adjustments to the eligibility criteria, severe need, and special population.
- **Motion passed unanimously.**

**12. Cultural Humility - Vote**

- CS Molnar

**13. Review of February 27<sup>th</sup> Full Council Meeting Agenda.**

- Committee discussed the agenda for the next Full Council Meeting.

**14. Next Meeting Dates & Agenda Items**

The next Steering Committee meeting is scheduled for Thursday, April 19<sup>th</sup> 2012 at 730 Polk, 3<sup>rd</sup> floor, San Francisco from 4-6 pm.

Parking Lot:

■

**15. Adjournment**

The meeting was adjourned by Co-Chair Jewell at 5:50 pm.

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Steering Committee





## HIV Health Services Planning Council

### STEERING COMMITTEE

Monday July 16th, 2012

Shanti Project

730 Polk Street, 3<sup>rd</sup> Floor, POH Conference Room

4:00 - 5:00 pm

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### *Draft Agenda*

- |   |            |
|---|------------|
| 1. Introductions  | Group 4:00 |
| 2. Review/Approve July 16 <sup>th</sup> 2012 DRAFT Agenda – VOTE  | Group 4:02 |
| 3. Review/Approve June 18 <sup>th</sup> 2012 DRAFT Minutes – VOTE | Group 4:05 |
| 4. Announcements  | Group 4:07 |
| 5. Public Comment   | Group 4:10 |
| 6. Committee and Work Group Reports                               | Group 4:15 |

*The Committee will discuss the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensure linkage of Committee activities to the Full Council.*

- Consumer and Minority Affairs Update
  - Community Outreach, Listening and Activities Work Group
  - Latino MSM Needs Assessment
  - Transgender Needs Assessment
  - HIV & Aging Utilization Survey
- Government and Provider Affairs Update
- Membership Committee Update
- Policy and Procedure Manual Work Group

- |  |                                 |
|--|---------------------------------|
| 7. HIV Health Services Update                                | Bill Blum and Dean Goodwin 5:00 |
| 8. HHSPC Representation on the HIV Prevention Council - VOTE | 5:15                            |

*The Committee will discuss the job description of the Care representative to the restructured Prevention Council.*

- |   |            |
|---|------------|
| 9. Next Meeting Dates & Agenda Items - VOTE | Group 5:50 |
|---|------------|

*The next Steering Committee meeting is tentatively scheduled for August 20<sup>th</sup> 2012 at Shanti Project, 730 Polk Street, POH Conference Room, San Francisco from 4:00 - 6:00 pm. This date conflicts with the rescheduled full Council meeting, and so the Committee will determine the date of the rescheduled August Steering Committee.*

- |                 |            |
|-----------------|------------|
| 10. Adjournment | Group 5:55 |
|-----------------|------------|

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STEERING COMMITTEE  
Monday July 16<sup>th</sup>, 2012  
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4:00 - 5:00 pm

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**Committee Members Present:** Mary Lawrence Hicks, Wade Flores, Matt Geltmaker, Matthew Miller, Kenneth Hornby, Eric Sutter, Lee Jewell, Catherine Newell, Channing Wayne

**Committee Members Absent:** John Andrews [E], Justin Haith, Michael Scarce, George Simmons

**Others Present:** Bill Blum (DPH-HHS), Dean Goodwin (DPH-HHS), Ronaldo Hernandez, Maritza Penagos

**Support Staff Present:** David Jordan, T.J. Lee, Mark Molnar, Enrique Asis

### *Draft Minutes*

#### **1. Introductions**

The meeting was called to order at 4:00 pm by Co-Chair Hicks. Everyone introduced themselves and quorum was established.

#### **2. Review/Approve July 16<sup>th</sup> 2012 DRAFT Agenda – VOTE**

The Committee reviewed and approved the July 16<sup>th</sup> 2012 DRAFT agenda.

#### **3. Review/Approve June 18<sup>th</sup> 2012 DRAFT Minutes – VOTE**

The Committee reviewed and approved the June 18<sup>th</sup> 2012 DRAFT Minutes.

#### **4. Announcements**

- Co-Chair Wayne announced return from leave of absence.
- CS Molnar announced:
  - CS Steve Shululu resigned.
  - CS Molnar will be away at the International AIDS Conference.
  - Full Council meeting scheduled for August 20<sup>th</sup>.
  - Summit scheduled August 24<sup>th</sup> 9-5 at the Baha'i Center.
  - Discussed meeting with Barbara Garcia- it was agreed that topic would be addressed at September Full Council meeting.
- CS Lee announced:
  - Transgender Women Needs Assessment- Joanne Keatley and Jae Sevelius to present research findings at August 20<sup>th</sup> Full Council.

#### **5. Public Comment**

- None.

#### **6. Committee and Work Group Reports**

- Consumer and Minority Affairs Update
  - Community Outreach, Listening and Activities (COLA) Work Group
    - CM Miller reported positively on the COLA session at the women's clinic in May, and announced that the next COLA session would focus on youth.

- Latino MSM Needs Assessment
    - CM Penagos updated Committee on status of the Latino MSM Needs Assessment- facilitators chosen, schedule created (total of 6 sessions), outreach fliers created and outreach strategy developed.
  - Transgender Needs Assessment
    - CS Molnar announced that there will be a report on preliminary results at the Full Council Meeting on August 20<sup>th</sup>.
  - HIV & Aging Utilization Survey
    - Loren Meisner on vacation.
  - Government and Provider Affairs Update
    - CM Geltmaker reviewed ARIES Data report and EPI Presentation, and announced that GPA will be postponing review of policy on how presentations come to committee.
    - CS Molnar announced that top priority for next month's GPA agenda will be the review of resource allocation recommendations coming out of Membership.
  - Membership Committee Update
    - CM Sutter announced that Membership accepted 2 applicants to be interviewed- Bruce Ito and Kelly Hart. Also, social event tentatively scheduled for Sept./Oct.
  - Policy and Procedure Manual Work Group- did not meet.
- 7. HIV Health Services Update**
- Bill Blum and Dean Goodwin discussed carry-forward and unfunds recommendations for allocation. Total amount: \$694,000.
- 8. HHSPC Representation on the HIV Prevention Council- VOTE**
- CS Molnar presented job description for HHSPC representative to the HIV Prevention Council and invited feedback.
  - Discussion was had surrounding the details of the position.
  - CM Miller moved to accept, CM Sutter seconded- motion passed unanimously.
- 9. Next Meeting Dates & Agenda Items- VOTE**
- Committee reviewed July 30<sup>th</sup> 2012 Full Council Agenda.
  - Next month's Steering Committee meeting cancelled.
- 10. Adjournment**
- The meeting was adjourned by Co-Chair Hicks at 4:51 pm.
- 

**Steering Committee**





HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday September 17<sup>th</sup>, 2012  
Shanti Project  
730 Polk Street, 3<sup>rd</sup> Floor, POH Conference Room  
4:00 - 6:00 pm

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***Draft Agenda***

- |  |            |
|--|------------|
| 1. Introductions   | Group 4:00 |
| 2. Review/Approve September 17 <sup>th</sup> 2012 DRAFT Agenda – VOTE                    | Group 4:02 |
| 3. Review/Approve May 17 <sup>th</sup> & July 16 <sup>th</sup> 2012 DRAFT Minutes – VOTE | Group 4:05 |
| 4. Announcements   | Group 4:07 |
| 5. Public Comment  | Group 4:10 |
| 6. Committee and Work Group Reports  | Group 4:15 |

*The Committee will discuss the work of Council Committees and Work Groups, communication between Committee Co-Chairs, and ensure linkage of Committee activities to the Full Council.*

- Consumer and Minority Affairs Update
  - Community Outreach, Listening and Activities Work Group
  - Latino MSM Needs Assessment
  - HIV & Aging Utilization Survey
- Government and Provider Affairs Update
- Membership Committee Update
- Policy and Procedure Manual Work Group

- |                                     |                                 |
|-------------------------------------|---------------------------------|
| 7. HIV Health Services Update       | Bill Blum and Dean Goodwin 5:00 |
| 8. Policy & Procedure Update - VOTE | 5:15                            |

*The Committee will review and update the Priority Setting & Resource Allocation policy.*

- |                                  |      |
|----------------------------------|------|
| 9. Public Policy Advocacy - VOTE | 5:35 |
|----------------------------------|------|

*The Committee will discuss the HHSPC role in advocacy regarding HIV-related public policy.*

- |  |            |
|--|------------|
| 10. Next Meeting Dates & Agenda Items - VOTE | Group 5:50 |
|--|------------|

*The next Steering Committee meeting is tentatively scheduled for October 15<sup>th</sup> 2012 at Shanti Project, 730 Polk Street, POH Conference Room, San Francisco from 4:00 - 6:00 pm.*

- |                 |            |
|-----------------|------------|
| 11. Adjournment | Group 5:55 |
|-----------------|------------|

## **Steering Committee Mission Statement**

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HIV Health Services Planning Council  
730 Polk Street, 3<sup>rd</sup> Floor, San Francisco, CA 94109  
San Francisco Department of Public Health, HIV Health Services Office  
25 Van Ness Avenue, 5th Floor, San Francisco, CA 94102

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HIV Health Services Planning Council Offices, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.



## HIV Health Services Planning Council

### STEERING COMMITTEE

Monday September 17<sup>th</sup>, 2012

#### Shanti Project

730 Polk Street, 3<sup>rd</sup> Floor, POH Conference Room

4:00 - 6:00 pm

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**Committee Members Present:** Wade Flores, Matt Geltmaker, Mary Lawrence Hicks, Matthew Miller, Eric Sutter, Channing Wayne, Ronaldo Hernandez, Charles Siron

**Committee Members Absent:** John Andrews [E], Justin Haith, Kenneth Hornby [E], Lee Jewell, Catherine Newell, Michael Scarce [LOA], George Simmons

**Others Present:** Bill Blum (DPH-HHS), Steve Daly

**Support Staff Present:** Mark Molnar, T.J. Lee, Ali Cone, Enrique Asis

### *Minutes*

#### 1. Introductions

The meeting was called to order at 4:06 pm by Co-Chair Hicks. Everyone introduced themselves and quorum was established.

#### 2. Review/Approve September 17<sup>th</sup> 2012 DRAFT Agenda – VOTE

The Committee reviewed and approved the September 17<sup>th</sup> 2012 DRAFT Agenda.

#### 3. Review/Approve May 17<sup>th</sup> & July 16<sup>th</sup> 2012 DRAFT Minutes – VOTE

The Committee reviewed, amended, and approved the May 17<sup>th</sup> & July 16<sup>th</sup> 2012 DRAFT Minutes.

#### 4. Announcements

- CS Molnar announced:
  - Thursday's CMA/Membership joint meeting moved to SF AIDS Foundation. Social location TBD.
  - Policy & Procedure Manual updates will be available on website soon.
  - Next Friday Sept. 28<sup>th</sup> - second meeting with Barbara Garcia.
    - Clarified that this meeting is just about the process of what integration would look like, not discussing actually integrating the councils.
  - Met with Joanne Keatley regarding the TWNA motion that came out of the Summit regarding cultural competency and skills-building training- came up with 2 options to be presented at Full Council meeting, including the possibility of creating a work group to develop a training curriculum.
- CM Wayne announced:
  - Will be going through radiation so will be absent more frequently, but not requesting LOA
  - Went to jurisdictional and comprehensive work group for Council – they're doing 5 year plans for the CDC, mostly a reworking of the 2010 plan. Emalie and CM Wayne will be presenting findings to full Care council in the future.

#### 5. Public Comment

- None

## 6. Committee and Work Group Reports

- Consumer and Minority Affairs Update
  - CMA has not met yet this month, but last month's committee meeting focused on prioritization and allocation summit motions.
  - Community Outreach, Listening, and Activities (COLA) Work Group
    - CM Miller announced that they're working on next steps- not finalized as of yet, but will be discussed again at Thursday's CMA meeting.
  - Latino MSM Needs Assessment
    - CM Penagos and CS Asis discussed script for Focus groups.
    - CS Asis updated committee on focus groups progress:
      - 6 focus groups scheduled throughout September and October, including one in Marin and one in San Mateo.
      - From the 2 focus groups that have occurred thus far, the response has been very positive.
      - At this rate, expect to have around 50-60 participants from SF and 10-15 from Marin and San Mateo. Because of the substantial sample size, work group decided to gather survey information from focus groups with the hopes of deriving significant data.
  - HIV & Aging Utilization Survey
    - Loren Meissner back from vacation- will be presenting update at Thursday's CMA meeting.
- Government and Provider Affairs Update
  - GPA did not meet last month, but previous month centered around prioritization and allocation scenarios and Transgender Women Needs Assessment presentation.
- Membership Committee Update
  - Committee discussed Bruce Ito's (applicant from Mayor's Office of Housing) amended application- to be interviewed at Thursday's joint meeting.
  - Kelly Hart rescinded application.
- Policy and Procedure Manual Work Group Update
  - No updates.

## 7. HIV Health Services Update

- Bill Blum provided the following updates:
  - Low Income Health Program (LIHP) updates:
    - 2 months ago, SOA and CCMS were exploring an additional waiver for HIV.
    - SF DPH proposed to use infrastructure grant funding in part for HIV-specific disease registry intended to track health outcomes and manage disease.
    - SOA is recommending SF DPH increase federal poverty level eligibility for LIHP. If approved, this would significantly increase the number of people moving into LIHP including those living with HIV.
  - 3 for 3 for grants:
    - Part C- Early Intervention Services
    - Part F- 2 SPNS (Special Project of National Significance) grants for transgender women of color and homeless services
  - Part D- agreement to backfill the reduction with General Fund dollars.

- DPH response to TWNA motion from summit- researching options for cultural competency training for providers. Working collaboratively with Joanne Keatley, Director of CoE for Transgender Health.
- HealthySF will likely be covering gender confirmation surgery.
- Conversation was had regarding practical logistics of cultural competency training directive- applauding the spirit of the motion, but still trying to figure out the most effective form of implementation to maximize impact for the transgender community.

#### **8. Policy & Procedure Update- VOTE**

- Committee reviewed and discussed Priority Setting and Resource Allocation policy.
- Geltmaker motioned to send updated policy to full council, Sutter seconded.
  - **Motion passes unanimously.**

#### **9. Public Policy Advocacy- VOTE**

- Because the committee member who initiated this conversation and wished to speak about this agenda item could not attend the meeting, the Committee agreed to move this topic to next month.

#### **10. Full Council Agenda- VOTE**

- The Committee reviewed, amended, and approved the agenda for the Full Council meeting on September 24<sup>th</sup>.

#### **11. Next Meeting Dates & Agenda Items**

The next Steering Committee meeting is tentatively scheduled for October 15<sup>th</sup>, 2012 at Shanti Project, 730 Polk St., 3<sup>rd</sup> floor, San Francisco from 4-6 pm.

#### **12. Adjournment**

The meeting was adjourned by Co-Chair Hicks at 5:01 pm.

---

**Steering Committee**





HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday October 15<sup>th</sup>, 2012  
Shanti Project  
730 Polk Street, 3<sup>rd</sup> Floor, POH Conference Room  
4:00 - 6:00 pm

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***Draft Agenda***

1. Introductions Group 4:00
2. Review/Approve October 15<sup>th</sup> 2012 DRAFT Agenda – VOTE Group 4:02
3. Review/Approve September 17<sup>th</sup> 2012 DRAFT Minutes – VOTE Group 4:05
4. Announcements Group 4:07
5. Public Comment Group 4:10
6. Committee and Work Group Reports Group 4:15
  - Consumer and Minority Affairs Update
    - Community Outreach, Listening and Activities Work Group
    - Latino MSM Needs Assessment
    - HIV & Aging Utilization Survey
  - Government and Provider Affairs Update
  - Membership Committee Update
  - Policy and Procedure Manual Work Group
7. HIV Health Services Update Bill Blum and Dean Goodwin 4:45
8. Policy & Procedure Update - VOTE 5:00

*The Committee will review and update the Grantee Assessment policy.*
9. Grantee Assessment - VOTE 5:25

*The Committee will plan for the Grantee Assessment to take place in 2013.*
10. Full Council Agenda - VOTE 5:45

*The Committee will review the agenda for the full Council meeting on October 22<sup>nd</sup>.*
11. Next Meeting Dates & Agenda Items - VOTE Group 5:50

*The next Steering Committee meeting is tentatively scheduled for Thursday, November 15<sup>th</sup> 2012 at Shanti Project, 730 Polk Street, POH Conference Room, San Francisco from 4:00 - 6:00 pm. The committee will also determine if there will be a Steering Committee meeting in December.*

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HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday, October 15<sup>th</sup>, 2012  
Shanti Project  
730 Polk Street, 3<sup>rd</sup> Floor, POH Conference Room  
4:00 - 6:00 pm

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**Committee Members Present:** Matt Geltmaker, Ron Hernandez, Kenneth Hornby, Lee Jewell [Co-Chair], Matthew Miller, Eric Sutter, Channing Wayne [Co-Chair]

**Committee Members Absent:** John Andrews [E], Wade Flores [LOA], Justin Haith, Mary Lawrence Hicks [E], Catherine Newell [LOA], Michael Scarce, George Simmons [E]

**Others Present:** Bill Blum [DPH HHS], Dean Goodwin [DPH HHS], Kevin Hutchcroft [DPH HHS], Gabriel Ortega

**Support Staff Present:** Mark Molnar, Enrique Asis, Ali Cone

### *Minutes*

#### 1. Introductions

The meeting was called to order at 4:10 pm by Co-Chair Jewell. Everyone introduced themselves and quorum was established.

#### 2. Review/Approve October 15<sup>th</sup> 2012 DRAFT Agenda – VOTE

The Committee reviewed and approved the October 15<sup>th</sup> 2012 DRAFT Agenda.

#### 3. Review/Approve September 17<sup>th</sup> 2012 DRAFT Minutes – VOTE

The Committee reviewed and approved the September 17<sup>th</sup> 2012 DRAFT Minutes.

#### 4. Announcements

- CM Hornby had lunch with Gerardo.

#### 5. Public Comment

- None.

#### 6. Committee and Work Group Reports

- Consumer and Minority Affairs Update
  - CM Miller reported on latest CMA meeting.
  - Community Outreach, Listening, and Activities (COLA) Work Group
    - Met last week- will be going to Larkin Street on 2 potential dates, the 23<sup>rd</sup> or 25<sup>th</sup>.
  - Latino MSM Needs Assessment
    - CS Asis reported on status of assessment:
      - Process is going very well- so far 5 of the first 6 SF-based focus groups done. Next will be this coming Thursday
      - Coming up in January- one focus group in Marin and one in San Mateo. Currently in the recruitment/outreach stage for these counties.
      - Great response in terms of attendance and participation- implementing survey in conjunction with focus group.
      - Average of 10 participants per focus group- 53 participants so far.

- Results expected in February or March next year.
  - o HIV & Aging Utilization Survey
    - Last CMA meeting- received update from Loren on HIV & Aging Utilization Survey, at this point mostly looking for venues.
  - Government and Provider Affairs Update
    - o CM Geltmaker reported on the latest GPA meeting:
      - Reviewed Cascade Study/Analysis presentation (presented by Susan Scheer from DPH), as well as the Cultural Humility Statement
  - Membership Committee Update
    - o CM Sutter:
      - There will be prospective committee assignment handout at Full Council meeting next week. Respond to Mark if you would like to be reassigned.
      - Next social will be sometime in December- Doodle will be on 3 dates a meeting usually falls.
  - Policy and Procedure Manual Work Group Update
    - o CS Molnar:
      - This month's meeting was changed to Monday the 29<sup>th</sup>, 3-5 pm at Shanti.
      - The end of this work group is in sight- after going through the by-laws they're done.
- 7. HIV Health Services Update**
- Bill Blum announced that the Ryan White Part A application is due at the beginning of next week.
- 8. Policy & Procedure Update – VOTE**
- Committee reviewed and discussed the Grantee Assessment Policy
    - o The Committee provided guidance to Mark and he will redevelop the policy accordingly.
      - Using HRSA guidance for Assessing Efficiency of Administrative Mechanism as a guideline for the larger document
    - o CM Miller suggested that they report back to Steering because it's the executive committee.
  - CS Molnar will bring back redeveloped policy for November meeting.
- 9. Full Council Agenda – VOTE**
- The Committee reviewed and approved the agenda for the Full Council meeting on October 22<sup>nd</sup>.
- 10. Next Meeting Dates & Agenda Items – VOTE**
- The next Steering Committee meeting is tentatively scheduled for Thursday, November 15<sup>th</sup>, 2012 at Shanti Project, 730 Polk St., 3<sup>rd</sup> floor, San Francisco from 4-6 pm.
- CM Miller motioned to cancel the December Steering Committee, Co-Chair Wayne seconded.
    - o VOTE- None opposed, motion passes.
- 11. Adjournment**
- The meeting was adjourned by Co-Chair Jewell at 4:54 pm.
- 

Steering Committee



HIV Health Services Planning Council  
STEERING COMMITTEE  
Thursday, November 15<sup>th</sup>, 2012  
Shanti Project  
730 Polk Street, 3<sup>rd</sup> Floor, POH Conference Room  
4:00 - 6:00 pm

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**Committee Members Present:** John Andrews, Matt Geltmaker, Kenneth Hornby, Matthew Miller, Eric Sutter  
**Committee Members Absent:** Wade Flores [LOA], Justin Haith, Ron Hernandez, Mary Lawrence Hicks [E], Lee Jewell, Catherine Newell, Michael Scarce, George Simmons, Channing Wayne [E]  
**Others Present:** Bill Blum [DPH HHS], Dean Goodwin [DPH HHS], Charles Siron  
**Support Staff Present:** Ali Cone, Mark Molnar

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### ***Minutes***

**1. Introductions**

The meeting was called to order at 4:18 pm by CM Hornby. Everyone introduced themselves and quorum was not established.

**2. Review/Approve November 15<sup>th</sup> 2012 DRAFT Agenda – VOTE**

The Committee reviewed and did not approve the November 15<sup>th</sup> 2012 DRAFT Agenda due to lack of quorum.

**3. Review/Approve October 15<sup>th</sup> 2012 DRAFT Minutes – VOTE**

The Committee reviewed and did not approve the October 15<sup>th</sup> 2012 DRAFT Minutes due to lack of quorum.

**4. Announcements**

- CS Molnar announced the following:
  - Council Social will be held on Monday, December 10<sup>th</sup> from 5-7 pm at Sugar Lounge in Hayes Valley.
  - All December meetings have been cancelled, with the exception of Policy & Procedures.
  - Full Council meeting on Monday is very important:
    - Barbara Garcia will be presenting her vision of integration.
    - Kevin Hutchcroft will be reviewing how other EMA's and TGA's have dealt with integration.
    - Vote on 7 representatives for Integration Work Group.
    - Presentations from both dental services providers.

**5. Public Comment**

- None.

**6. Committee and Work Group Reports – VOTE**

- Consumer and Minority Affairs Update
  - CM Miller reported on latest CMA meeting.
    - Community Outreach, Listening, and Activities (COLA) Work Group
      - Identified new target populations for next year.
    - Latino MSM Needs Assessment

- CS Molnar updated the Committee on the needs assessment. Nearly finished in SF- San Mateo and Marin will occur next year.
  - The work group anticipates that the whole process (including report-back to the Council) will be completed in Spring 2013.
- HIV & Aging Utilization Survey
  - CMA gave final approval on survey with some minor language/content amendments.
- Government and Provider Affairs Update
  - CM Geltmaker reported on the latest GPA meeting:
    - Reviewed dental presentations and had a lengthy discussion about the purpose and intent behind these presentations and the role of Planning Council.
    - Want to avoid agency-specific questions. Conversation was had about how to phrase questions to make them systemic, not anecdotal or personal.
    - Asked that the Co-Chairs provide plenty of guidance during their presentation and discussion.
- Membership Committee Update
  - CM Sutter reported on the latest Membership meeting- did not have quorum but covered the following items:
    - Reviewed committee assignments
    - Recommended approval of a Lee Jewell renewal
    - Recommended approval of P& P that came here to Steering
- Policy and Procedure Manual Work Group Update
  - CM Andrews reported that November meeting was moved to December. Nearly done- final step is to focus on the bylaws.

## **7. HIV Health Services Update**

- Bill Blum announced the following:
  - Offered to give the Council an overview of the RFP process.
  - Will talk about agency closure at Full Council meeting.

## **8. Membership Renewal – VOTE**

- The Committee did not vote on the Membership Committee's recommendation for the membership renewal of Lee Jewell due to lack of quorum.

## **9. Grantee Assessment Policy – VOTE**

- CS Molnar presented revised grantee assessment policy, based on HRSA guidelines.
  - The Committee did not vote on this policy due to lack of quorum- will be brought to Full Council.

## **10. Policy & Procedure Update – VOTE**

- The Committee reviewed the following policies:
  - Work Group Policy
  - Council Structure
  - Committee Assignment Request Form
  - Orientation and Training for new Council Members
    - CM Miller moved to recommend these policies to the Full Council, CM Hornby seconded.

**11. Full Council Agenda – VOTE**

- The Committee reviewed, amended, and approved the agenda for the next Full Council meeting.

**12. Next Meeting Dates & Agenda Items – VOTE**

The next Steering Committee meeting is tentatively scheduled for Thursday, January 17<sup>th</sup>, 2013 at Shanti Project, 730 Polk St. 3<sup>rd</sup> Floor POH Conference Room from 4-6 pm.

**13. Adjournment**

The meeting was adjourned by CM Hornby at 5:24 pm.

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**Steering Committee**





HIV Health Services Planning Council  
STEERING COMMITTEE  
Thursday January 17, 2013  
25 Van Ness  
Conference Room 330-A  
4:00-6:00 pm

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***Draft Agenda***

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|---|----------------|
| 1. Introductions  | Group 4:00     |
| 2. Review/Approve January 17th 2013 DRAFT Agenda – VOTE   | Group 4:02     |
| 3. Review/Approve November 15th 2012 DRAFT Minutes – VOTE | Group 4:05     |
| 4. Announcements  | Group 4:07     |
| 5. Public Comment   | Group 4:10     |
| 6. Co-Chair Update  | Co-Chairs 4:15 |
| 7. Committee and Work Group Reports                       | Group 4:25     |

*The Committee will discuss the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensure linkage of Committee activities to the Full Council.*

- Consumer and Minority Affairs Update
  - Community Outreach, Listening and Activities Work Group
  - Latino MSM Needs Assessment
  - HIV & Aging Utilization Survey
- Government and Provider Affairs Update
- Membership Committee Update
- Policy and Procedure Manual Work Group

- |  |                |
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| 8. HIV Health Services Update                            | Bill Blum 5:00 |
| 9. HIV Prevention & Care Collaboration Discussion – VOTE | Group 5:10     |

*The Committee will discuss questions regarding increased collaboration between HIV Care and Prevention to present to Barbara Garcia during her agenda item at the next full Council meeting.*

- |   |                  |
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| 10. Policies & Procedures Update - VOTE | Mark Molnar 5:40 |
|---|------------------|

*The Committee will review policies and procedures forwarded by the Policy & Procedure work group.*

11. Next Meeting Dates & Agenda Items - VOTE

Group 5:55

*The next Steering Committee meeting is tentatively scheduled for February 18<sup>th</sup> 2013 at Shanti Project, 730 Polk Street, POH Conference Room, San Francisco from 4:00 - 6:00 pm. The committee will determine whether to remain at this location or to move to 25 Van Ness.*

12. Adjournment

Group 6:00

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#### **THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT**

*HIV Health Services Planning Council Offices, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.*





HIV Health Services Planning Council  
STEERING COMMITTEE  
Thursday, January 17<sup>th</sup>, 2013  
25 Van Ness  
Conference Room 330A  
4:00-6:00 pm



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**Committee Members Present:** Ron Hernandez, Kenneth Hornby, Matthew Miller, Channing Wayne [Co-Chair]  
**Committee Members Absent:** John Andrews [E], Matt Geltmaker, Justin Haith, Mary Lawrence Hicks [E], Lee Jewell [E], Michael Scarce [E], Eric Sutter  
**Others Present:** Bill Blum [DPH HHS], Dean Goodwin [DPH HHS], Kevin Hutchcroft [DPH HHS], Charles Siron  
**Support Staff Present:** Ali Cone, Mark Molnar

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### ***Draft Minutes***

**1. Introductions**

The meeting was called to order at 4:11 pm by Co-Chair Wayne. Everyone introduced themselves and quorum was not established.

**2. Review/Approve January 17<sup>th</sup> 2013 DRAFT Agenda – VOTE**

The Committee reviewed the January 17<sup>th</sup> 2013 DRAFT Agenda and did not approve due to lack of quorum.

**3. Review/Approve November 15<sup>th</sup> 2012 & October 15<sup>th</sup> 2012 DRAFT Minutes – VOTE**

The Committee reviewed the November 15<sup>th</sup> 2012 & October 15<sup>th</sup> 2012 DRAFT Minutes and did not approve due to lack of quorum.

**4. Announcements**

- CS Molnar announced that the Full Council Meeting on January 28<sup>th</sup> will be held at the Baha'i Center-Prevention is invited.

**5. Public Comment**

- None.

**6. Co-Chair Update**

- Co-Chair Wayne reported back on the Ryan White Grantee Conference in DC.

**7. Committee and Work Group Reports**

- Consumer and Minority Affairs Update
  - CM Miller reported on the latest CMA meeting- discussed questions for Barbara Garcia at Full Council and elected new Committee Co-chairs Matt Miller and John Andrews.
    - Community Outreach, Listening, and Activities (COLA) Work Group
      - Meeting to discuss upcoming year.
      - Larkin Street day and time confirmed- will be scheduled for a Thursday morning in January or February.
    - Latino MSM Needs Assessment

- Going very well- the numbers are great and Enrique has been working with a number of service providers.
  - Should have final report in March or April.
- HIV & Aging Utilization Survey
  - CS Cone provided update- good results and turnout at surveys thus far, survey venues for February in the process of being finalized.
- Government and Provider Affairs Update
  - Did not meet, but next month there will be 2 new Co-chairs. Co-Chair Simmons resigned from the Council and Co-Chair Geltmaker termed out.
- Membership Committee Update
  - CM Hornby reported on the latest Membership meeting:
    - CM Hornby and CM Sutter elected Co-chairs.
    - Interviewed prospective member Bill Ledford and unanimously recommended him for approval by the Full Council.
    - Reviewed application for Mayra Lopez- will be interviewing her next month.
- Policy and Procedure Manual Work Group Update
  - This work group has not met this month.

#### **8. HIV Health Services Update**

- Bill Blum announced :
  - HRSA announced that they will give award in pieces.
    - Part A award has both a formula and supplemental part.
    - Puts another burden on providers and HHS.
  - Group convening to look at transitional age youth and best practices for moving from pediatric to adult services.

#### **9. HIV Prevention & Care Collaboration Discussion – VOTE**

- The Committee reviewed questions for Barbara Garcia, and unanimously recommended to bring them to the Full Council.

#### **10. Collaborative Work Group Working Agreement – VOTE**

- The Committee reviewed the working agreement.
  - CM Siron moved to recommend to approve this agreement, CM Hornby seconded.
    - VOTE – none opposed, motion passes. This agreement will go to the Full Council.

#### **11. Policy & Procedure Update – VOTE**

- The Committee reviewed the following policies:
  - Harm Reduction
    - CM Siron moved to recommend these policies to the Full Council, CM Hernandez seconded.
      - VOTE – none opposed, motion passes.

#### **12. Next Meeting Dates & Agenda Items – VOTE**

The next Steering Committee meeting is tentatively scheduled for Monday, February 11<sup>th</sup>, 2013 at 25 Van Ness Conference Room 330A from 4-6 pm.

#### **13. Adjournment**

The meeting was adjourned by Co-Chair Wayne at 4:49 pm.

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Steering Committee





HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday, February 11, 2013  
HIV Health Services  
25 Van Ness, Third Floor, Room 330  
4:00-6:00 pm

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***Draft Agenda***

- |  |                |
|--|----------------|
| 1. Introductions   | Group 4:00     |
| 2. Review/Approve February 11 <sup>th</sup> 2013 DRAFT Agenda – VOTE | Group 4:02     |
| 3. Review/Approve January 17 <sup>th</sup> 2012 DRAFT Minutes – VOTE | Group 4:05     |
| 4. Announcements   | Group 4:07     |
| 5. Public Comment  | Group 4:10     |
| 6. Co-Chair Update   | Co-Chairs 4:15 |
| 7. Committee and Work Group Reports                                  | Group 4:25     |

*The Committee will discuss the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensure linkage of Committee activities to the Full Council.*

- Consumer and Minority Affairs Update
  - Community Outreach, Listening and Activities Work Group
  - Latino MSM Needs Assessment
  - HIV & Aging Utilization Survey
- Government and Provider Affairs Update
- Membership Committee Update
- Policy and Procedure Manual Work Group
- HIV Collaborative Work Group

- |  |                                   |
|--|-----------------------------------|
| 8. HIV Health Services Update          | Bill Blum 5:05                    |
| 9. Policies & Procedures Update - VOTE | John Andrews and Mark Molnar 5:20 |

*The Committee will review policies and procedures forwarded by the Policy & Procedure work group.*

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|--|------------|
| 10. Next Meeting Dates & Agenda Items - VOTE | Group 5:55 |
|--|------------|

*The next Steering Committee meeting is tentatively scheduled for March 18<sup>th</sup> 2013 at 25 Van Ness Conference Room 330-A from 4:00 - 6:00 pm.*

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|-----------------|------------|
| 11. Adjournment | Group 6:00 |
|-----------------|------------|
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## **Steering Committee Mission Statement**

**The primary responsibility of the Steering Committee is to oversee the work of all of the Council's active committees and ad hoc committees, as well as interface with representatives from the Department of Public Health HIV Health Services office.**

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*The Steering Committee of the HIV Health Services Planning Council is made up primarily of the co-choirs of the Council's other committees. The primary responsibility of the Steering Committee is to oversee the work of all of the Council's active committees and ad hoc committees, as well as interface with representatives from the Department of Public Health HIV Health Services office; it is also responsible for creating and finalizing the agenda for the upcoming Council meeting.*

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*HIV Health Services Planning Council  
730 Polk Street, 3<sup>rd</sup> Floor, San Francisco, CA 94109*

*San Francisco Department of Public Health, HIV Health Services Office  
25 Van Ness Avenue, 5th Floor, San Francisco, CA 94102*

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HIV Health Services Planning Council Offices, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.**





HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday, February 11<sup>th</sup> 2013  
25 Van Ness, Conference Room 330A  
4:00-6:00 pm



**Committee Members Present:** Matt Geltmaker, Mary Lawrence Hicks, Ron Hernandez, Kenneth Hornby, Matthew Miller, Eric Sutter

**Committee Members Absent:** John Andrews [E], Justin Haith, Lee Jewell [E], Michael Scarce, Channing Wayne [E]

**Others Present:** Celinda Cantu [DPH HHS], Kevin Hutchcroft [DPH HHS], Gabriel Ortega

**Support Staff Present:** Enrique Asis, Ali Cone, T.J. Lee, Mark Molnar

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### *Draft Minutes*

#### **1. Introductions**

The meeting was called to order at 4:06 pm by Co-Chair Hicks. Everyone introduced themselves and quorum was established.

#### **2. Review/Approve February 11<sup>th</sup> 2013 DRAFT Agenda – VOTE**

The February 11<sup>th</sup> 2013 DRAFT Agenda was reviewed and approved by consensus.

#### **3. Review/Approve January 17<sup>th</sup> 2013, November 15<sup>th</sup> 2012 & October 15<sup>th</sup> 2012 DRAFT Minutes – VOTE**

The January 17<sup>th</sup> 2013, November 15<sup>th</sup> 2012 & October 15<sup>th</sup> 2012 DRAFT Minutes were reviewed and approved by consensus.

#### **4. Announcements**

- CS Molnar announced the following:
  - The GPA committee meeting will be at the San Francisco AIDS foundation tomorrow from 3-5 pm.
  - Next Full Council meeting will be on Monday, February 25<sup>th</sup> at SFAF.

#### **5. Public Comment**

- None.

#### **6. Co-Chair Update**

- None.

#### **7. Full Council Agenda Review – VOTE**

- CS Molnar asked committee members to review the cultural humility presentation and email him with any feedback.
- The Committee reviewed and approved the full council agenda.

#### **8. Committee and Work Group Reports**

- Consumer and Minority Affairs Update
  - CM Miller reported on the latest CMA meeting-
    - Community Outreach, Listening, and Activities (COLA) Work Group

- COLA session at Larkin Street Youth Services on Feb 21<sup>st</sup> 10:30 am.
- Latino MSM Needs Assessment
  - The Needs Assessment portion is finished, with over 80 participants. Preliminary report should be ready by May.
- HIV & Aging Utilization Survey
  - Over 100 participants so far and Loren estimates over 150 by the end. Preliminary report will be ready by June.
- Government and Provider Affairs Update
  - GPA meets tomorrow, and there was no GPA meeting in January.
- Membership Committee Update
  - CM Hornby reported that Membership interviewed Mayra Lopez and Bill Ledford. Both were approved and are going to Full Council for final approval.
- Policy and Procedure Manual Work Group Update
  - CS Cone report back on last meeting- reviewed Conflict Resolution Policy and By-laws. Now officially done with manual and final work group meeting scheduled for next month.
- HIV Collaborative Work Group
  - CM Miller and CM Thomas (representing Prevention side) are Co-chairs of work group. First meeting- determined mission statement (which came directly from working agreement) and working on guidelines and objectives.
  - Next meeting will look at different options and understanding each other's councils.
  - Michael Demayo will be facilitating the process.

#### 9. Next Meeting Dates & Agenda Items – VOTE

The next Steering Committee meeting is tentatively scheduled for March 18<sup>th</sup> 2013 at 25 Van Ness Conference Room 330A from 4-6 pm.

- The committee discussed the Steering retreat and decided to have it sometime in June.
- DPH also agreed to present at July meeting about implications of ACA.

#### 10. Adjournment

The meeting was adjourned by Co-Chair Hicks at 5:00 pm.

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#### Steering Committee



HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday, March 18, 2013  
HIV Health Services  
25 Van Ness, Third Floor, Room 330  
4:00-6:00 pm

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***Draft Agenda***

- |   |                |
|---|----------------|
| 1. Introductions  | Group 4:00     |
| 2. Review/Approve March 18 <sup>th</sup> 2013 DRAFT Agenda – VOTE     | Group 4:02     |
| 3. Review/Approve February 11 <sup>th</sup> 2012 DRAFT Minutes – VOTE | Group 4:05     |
| 4. Announcements  | Group 4:07     |
| 5. Public Comment   | Group 4:10     |
| 6. Co-Chair Update  | Co-Chairs 4:15 |
| 7. HIV Health Services Update   | Bill Blum 4:25 |
| 8. Committee and Work Group Reports                                   | Group 4:40     |

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- Consumer and Minority Affairs Committee
  - Community Outreach, Listening and Activities Work Group
  - Latino MSM Needs Assessment
  - HIV & Aging Utilization Survey
- Government and Provider Affairs Committee
- Membership Committee
- Policy and Procedure Manual Work Group
- HIV Collaborative Work Group
- HIV Health Reform Task Force

- |  |                   |
|--|-------------------|
| 9. Policies & Procedures Update - VOTE | John Andrews 5:20 |
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*The Committee will review the amended Conflict Resolution policy and the Council By-laws forwarded by the Policy & Procedure work group.*

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| 10. Full Council Agenda Review - VOTE | Steering Committee 5:50 |
|---------------------------------------|-------------------------|

*The Committee will review the March 25<sup>th</sup> 2013 Full Council Agenda.*

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|--|------------|
| 11. Next Meeting Dates & Agenda Items - VOTE | Group 5:55 |
|--|------------|

## 12. Adjournment

Group 6:00

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HIV Health Services Planning Council Offices, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.



HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday, March 18<sup>th</sup> 2013  
25 Van Ness, 6<sup>th</sup> Floor Room 610  
4:00-6:00 pm

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**Committee Members Present:** John Andrews, Ron Hernandez, Mary Lawrence Hicks, Lee Jewell, Matthew Miller, Michael Scarce, Chip Supanich, Eric Sutter, Lara Tannenbaum, Channing Wayne  
**Committee Members Absent:** Justin Haith, Kenneth Hornby [E]  
**Others Present:** Celinda Cantu [DPH HHS], Kevin Hutchcroft [DPH HHS], Bill Ledford, Gabriel Ortega, Charles Siron  
**Support Staff Present:** Ali Cone, T.J. Lee, Mark Molnar

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### *Draft Minutes*

**1. Introductions**

The meeting was called to order at 4:11 pm by Co-Chair Wayne. Everyone introduced themselves and quorum was established.

**2. Review/Approve March 18<sup>th</sup> 2013 DRAFT Agenda – VOTE**

The March 18<sup>th</sup> 2013 DRAFT Agenda was reviewed and approved by consensus.

**3. Review/Approve February 11<sup>th</sup> 2013 DRAFT Minutes – VOTE**

The February 11<sup>th</sup> 2013 DRAFT Minutes were reviewed and approved by consensus.

**4. Announcements**

- CS Molnar announced the following:
  - Collaborative Work group retreat will be on Friday, April 12<sup>th</sup> from 10:00-4:00 pm here at 25 Van Ness, Room 610.
  - Budget cuts- 5% sequestration cut in addition to 6.8% cut to Ryan White. These cuts are being met with strong advocacy efforts from HAPN.

**5. Public Comment**

- None.

**6. Co-Chair Update**

- None.

**7. HIV Health Services Update**

- Celinda Cantu echoed Mark's comments about cuts. Things are changing so rapidly on the state, federal, and local levels- we're not hearing hard dollars yet.

**8. Committee and Work Group Reports**

- Consumer and Minority Affairs
  - CM Andrews reported on the latest CMA meeting, where the committee received an HCAP update from Brian Brophy and narrowed down possibilities for the next needs assessment

target population (African American MSM, API, MSM crystal meth users, marginally housed/homeless)

- Community Outreach, Listening, and Activities (COLA) Work Group
  - Larkin Street COLA session a few weeks ago- rich session with lots of great discussion and feedback. Continuing to tweak and improve the process.
  - CS Molnar and CS Cone will be following up with direct service providers at Larkin Street to talk about what trends they see as far as their clients go.
- Latino MSM Needs Assessment
  - Focus groups are completed. Now in the data processing stage. Preliminary report expected in May.
- HIV & Aging Utilization Survey
  - Survey/data collection completed. Now in the data processing stage. Report expected in June.
- Government and Provider Affairs
  - CM Tannenbaum reported on the latest GPA meeting- developed schedule of presentations for the year.
- Membership
  - Membership did not meet this month.
- Policy and Procedure Manual Work Group
  - CM Andrews reported that this work group is very close to the end. Last meeting will be held on March 28<sup>th</sup>.
- HIV Collaborative Work Group
  - CM Miller reported back on the last meeting, where the work group received a presentation from Michael Demayo outlining basic similarities between Prevention & Care structure, responsibilities, etc.
    - At this stage, the work group is looking at overlap between the Councils and evaluating potential for collaboration.
  - CS Molnar announced that the next meeting will be a full-day retreat.
- HIV Health Reform Task Force
  - Drafted "Provider Road Map", a set of questions that the task force suggests providers ask themselves about payer mix, benefits counseling, partnerships w other agencies, etc.
  - Co-Chair Jewell announced that the next area of focus is prepping consumers for the transition.

#### **9. Eligibility Criteria, Severe Need, & Special Populations Definition – VOTE**

- The Committee reviewed and approved the updated Eligibility Criteria, Severe Need, & Special Populations Definition.
  - CM Scarce noted that the criteria are not the same as ADAP, and the Committee decided to remove the sentence about ADAP criteria.
  - The Committee discussed differences between chronological age and "viral age", and discussed the possibility of adding "viral age" to special populations.
  - CM Siron moved to bring it back to GPA to discuss this possibility. CM Miller seconded.
    - CS Molnar suggested the committee move the definition forward as amended, but then revisit the special populations once we get Epi data. Will be added to presentation calendar in July, and Celinda will add it to ARIES presentation
      - The committee agreed to revisit this topic and the motion was dropped.
  - CM Andrews proposed an amendment to change "active substance abuse" to "active substance use".

- CM Scarce and CM Hicks both advocated for changing “transgendered” to “transgender”. The Committee agreed to amend this word.
- **VOTE- none opposed, “Eligibility Criteria, Severe Need, & Special Populations Definition” approved as amended.**

#### **10. Policies & Procedures Update – VOTE**

- The Committee reviewed and approved the following policies:
  - Conflict Resolution
    - **VOTE – none opposed, approved.**
  - Council By-Laws
    - **VOTE – none opposed, approved.**
    - By-law change will be noticed at the next Full Council Meeting.

#### **11. Full Council Agenda Review – VOTE**

- The Committee reviewed and approved the March 25<sup>th</sup> 2013 Full Council Agenda.

#### **12. Next Meeting Dates & Agenda Items – VOTE**

The next Steering Committee meeting is tentatively scheduled for April 15<sup>th</sup> 2013 at 25 Van Ness Conference Room 610 from 4-6 pm.

#### **13. Adjournment**

The meeting was adjourned by Co-Chair Wayne at 5:45 pm.

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**Steering Committee**







HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday, April 15, 2013  
HIV Health Services  
25 Van Ness, 6<sup>th</sup> Floor Room 610  
4:00-6:00 pm

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***Draft Agenda***

- |  |                |
|--|----------------|
| 1. Introductions   | Group 4:00     |
| 2. Review/Approve April 15 <sup>th</sup> 2013 DRAFT Agenda – VOTE  | Group 4:02     |
| 3. Review/Approve March 18 <sup>th</sup> 2012 DRAFT Minutes – VOTE | Group 4:05     |
| 4. Announcements   | Group 4:07     |
| 5. Public Comment  | Group 4:10     |
| 6. Co-Chair Update   | Co-Chairs 4:15 |
| 7. HIV Health Services Update                                      | Bill Blum 4:25 |
| 8. Committee and Work Group Reports                                | Group 4:45     |

*The Committee will discuss the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensure linkage of Committee activities to the Full Council.*

- Consumer and Minority Affairs Committee
  - Community Outreach, Listening and Activities Work Group
  - Latino MSM Needs Assessment
  - HIV & Aging Utilization Survey
- Government and Provider Affairs Committee
- Membership Committee
- Policy and Procedure Manual Work Group
- HIV Collaborative Work Group
- HIV Health Reform Task Force

- |                                |                   |
|--------------------------------|-------------------|
| 9. Transgender Training Update | Dean Goodwin 5:30 |
|--------------------------------|-------------------|

*The Committee will hear a follow-up on recommendations regarding trainings discussed at the 2012 Summit.*

- |                                       |                         |
|---------------------------------------|-------------------------|
| 10. Full Council Agenda Review - VOTE | Steering Committee 5:45 |
|---------------------------------------|-------------------------|

*The Committee will review the April 22<sup>nd</sup> 2013 Full Council Agenda.*

The next Steering Committee meeting is scheduled for May 13<sup>th</sup> 2013 at 25 Van Ness Conference Room 330 from 4:00 - 6:00 pm. The meeting date has been changed to allow for a date change for the May full Council.

## 12. Adjournment

Group 6:00

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### Steering Committee Mission Statement

**The primary responsibility of the Steering Committee is to oversee the work of all of the Council's active committees and ad hoc committees, as well as interface with representatives from the Department of Public Health HIV Health Services office.**

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The Steering Committee of the HIV Health Services Planning Council is made up primarily of the co-chairs of the Council's other committees. The primary responsibility of the Steering Committee is to oversee the work of all of the Council's active committees and ad hoc committees, as well as interface with representatives from the Department of Public Health HIV Health Services office; it is also responsible for creating and finalizing the agenda for the upcoming Council meeting.

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730 Palk Street, 3<sup>rd</sup> Floor, San Francisco, CA 94109

San Francisco Department of Public Health, HIV Health Services Office

25 Van Ness Avenue, 5th Floor, San Francisco, CA 94102

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HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday, April 15<sup>th</sup> 2013  
25 Van Ness, 6<sup>th</sup> Floor Room 610  
4:00-6:00 pm

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**Committee Members Present:** John Andrews, Ron Hernandez, Mary Lawrence Hicks, Kenneth Hornby, Lee Jewell, Matthew Miller, Michael Scarce, Channing Wayne

**Committee Members Absent:** Justin Haith, Chip Supanich [E], Eric Sutter, Lara Tannenbaum

**Others Present:** Bill Blum, Dean Goodwin, Kevin Hutchcroft, Bill Ledford, Gabriel Ortega

**Support Staff Present:** Ali Cone, T.J. Lee, Mark Molnar

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### ***Minutes***

#### **1. Introductions**

The meeting was called to order at 4:08 pm by Co-Chair Hicks. Everyone introduced themselves and quorum was established.

#### **2. Review/Approve April 15<sup>th</sup> 2013 DRAFT Agenda – VOTE**

The April 15<sup>th</sup> 2013 DRAFT Agenda was reviewed and approved by consensus.

#### **3. Review/Approve March 18<sup>th</sup> 2013 DRAFT Minutes – VOTE**

The March 18<sup>th</sup> 2013 DRAFT Minutes were reviewed and approved by consensus.

#### **4. Announcements**

- CS Molnar announced the following:
  - Next Collaborative Work Group date TBD.
- CM Scarce announced that he is starting an informational blog/website for consumers, especially focused on issues consumers may face with healthcare reform: [www.positivereformation.com](http://www.positivereformation.com)
- CM Andrews reported on San Mateo county's annual prioritization meeting.
  - Struggled with increasing need for non-medical case management.
  - Great meeting- everyone was pretty much in agreement about priorities.

#### **5. Public Comment**

- None.

#### **6. Co-Chair Update**

- Co-Chair Hicks announced that this year's Steering retreat will probably be in June.
- Co-Chair Jewell reported on the Healthcare Reform Task Force:
  - Done with final edits for the provider road map- presenting it to Blue Shield soon.
  - Next step will focus on the consumer side.

#### **7. HIV Health Services Update**

- Bill Blum provided the HHS update:
  - This year there will be another shortfall/reduction in funding- requested General Fund backfill.

- RWPA and C have project officers who want to come see what we're doing- they will be here for a week in May.
- Bill also provided an update on the SPNS grants- because they're research studies and need approval from different IRB's, they decided to start providing services in September and wait to enroll them in the study once IRB approval is finalized.

## 8. Committee and Work Group Reports

- Consumer and Minority Affairs
  - CM Andrews reported on the latest CMA meeting- started conversation about dental services, discussion to be continued. Also talked about next needs assessment- still have 4 potential groups and will be looking at Epi data to help inform decisions.
    - Community Outreach, Listening, and Activities (COLA) Work Group
      - Next COLA session will be at Native American Health Center.
      - Follow-up meeting with staff at Larkin Street on April 30<sup>th</sup>.
    - Latino MSM Needs Assessment
      - CS Cone provided update- analyzing data. Report will be in May.
    - HIV & Aging Utilization Survey
      - CS Cone provided update- analyzing data. Report will be in June.
- Government and Provider Affairs
  - Cancelled this month.
- Membership
  - CM Hornby reported on last Membership meeting:
    - Sent out two letters of warning, one letter of probation.
    - Reviewed and renewed:
      - Maritza
      - Chip
      - Eric
      - Matt miller
    - Committee assignments
      - Gabriel to GPA
      - Bill to CMA
- Policy and Procedure Manual Work Group
  - CM Andrews announced that they had their last P&P meeting.
    - Council staff will be working on implementation.
- HIV Collaborative Work Group
  - CM Miller- Friday's meeting. Michael Demayo gave us great exercise that worked well- 2/3rds of the relevant data gone through. Having 3 hours meeting- to go through the rest of the data, and then last hour will begin discussion on models of collaboration.
  - Bulk of retreat will be spent hashing out what models would look like.
- HIV Health Reform Task Force
  - Covered above.

## 9. Transgender Training Update

- Dean Goodwin updated the Committee on the Transgender Trainings.
  - Trainings expanded. First one after mandate was passed was full. Second training scheduled for April 24<sup>th</sup>.
  - DPH will follow up to ensure agency compliance with mandate.
  - UCSF Transgender Health Summit coming up on May 17-18<sup>th</sup>

**10. Full Council Agenda Review – VOTE**

- The Committee reviewed and approved the April 22<sup>nd</sup> 2013 Full Council Agenda.

**11. Next Meeting Dates & Agenda Items – VOTE**

The next Steering Committee meeting is tentatively scheduled for May 13<sup>th</sup> 2013 at 25 Van Ness Conference Room 330A from 4-6 pm.

**12. Adjournment**

The meeting was adjourned by Co-Chair Hicks at 5:12 pm.

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Steering Committee







HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday, May 13, 2013  
HIV Health Services  
25 Van Ness, 6<sup>th</sup> Floor Room 610  
4:00-6:00 pm

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***Draft Agenda***

- |  |                |
|--|----------------|
| 1. Introductions   | Group 4:00     |
| 2. Review/Approve May 13 <sup>th</sup> 2013 DRAFT Agenda – VOTE    | Group 4:02     |
| 3. Review/Approve April 15 <sup>th</sup> 2012 DRAFT Minutes – VOTE | Group 4:05     |
| 4. Announcements   | Group 4:07     |
| 5. Public Comment  | Group 4:10     |
| 6. Co-Chair Update   | Co-Chairs 4:15 |
| 7. HIV Health Services Update                                      | Bill Blum 4:25 |
| 8. Committee and Work Group Reports                                | Group 4:45     |

*The Committee will discuss the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensure linkage of Committee activities to the Full Council.*

- Consumer and Minority Affairs Committee
  - Community Outreach, Listening and Activities Work Group
  - Latino MSM Needs Assessment
  - HIV & Aging Utilization Survey
- Government and Provider Affairs Committee
- Membership Committee
- HIV Collaborative Work Group
- HIV Health Reform Task Force

- |  |                |
|--|----------------|
| 9. Ryan White Part B Representation – VOTE | Bill Blum 5:15 |
|--|----------------|

*The Committee will discuss the mandated Part B Representative Council seat.*

- |   |            |
|---|------------|
| 10. Questions for Council Meeting on May 20, 2013 | Group 5:30 |
|---|------------|

*The Committee will discuss questions to forward to HRSA Program Officer Lennie Green in advance of his appearance at the May 20<sup>th</sup> full Council meeting.*

- |                                       |                         |
|---------------------------------------|-------------------------|
| 11. Full Council Agenda Review - VOTE | Steering Committee 5:45 |
|---------------------------------------|-------------------------|

*The Committee will review the May 20<sup>th</sup> 2013 Full Council Agenda.*

## 12. Next Meeting Dates & Agenda Items - VOTE

Group 5:55

*The next Steering Committee meeting is scheduled for June 17<sup>th</sup> 2013 at 25 Van Ness Conference Room 330 from 4:00 - 6:00 pm. The meeting date has been changed to allow for a date change for the May full Council.*

## 13. Adjournment

Group 6:00

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### **Steering Committee Mission Statement**

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HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday, May 13<sup>th</sup> 2013  
25 Van Ness, 6<sup>th</sup> Floor Room 610  
4:00-6:00 pm

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**Committee Members Present:** Ron Hernandez, Kenneth Hornby, Lee Jewell [Co-Chair], Matthew Miller, Chip Supanich, Channing Wayne [Co-Chair]

**Committee Members Absent:** Justin Haith, Mary Lawrence Hicks [E], Michael Scarce, Eric Sutter, Lara Tannenbaum [E]

**Others Present:** Bill Blum, Dean Goodwin [DPH HHS], Kevin Hutchcroft [DPH HHS]

**Support Staff Present:** Enrique Asis, Ali Cone, T.J. Lee, Mark Molnar

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### *Minutes*

#### **1. Introductions**

The meeting was called to order at 4:06 pm by Co-Chair Wayne. Everyone introduced themselves and quorum was established.

#### **2. Review/Approve May 13<sup>th</sup> 2013 DRAFT Agenda – VOTE**

The May 13<sup>th</sup> 2013 DRAFT Agenda was reviewed and approved by consensus.

#### **3. Review/Approve April 15<sup>th</sup> 2013 DRAFT Minutes – VOTE**

The April 15<sup>th</sup> 2013 DRAFT Minutes were reviewed and approved by consensus.

#### **4. Announcements**

- CS Molnar announced the following:
  - COLA session at Native American Health Center on May 22<sup>nd</sup> 12:30-2:00 pm.
  - Full Council meeting on Monday, May 20<sup>th</sup> 4:30-7:00 pm at SFAF.
- CS Asis announced that small group of facilitators from Latino MSM Needs Assessment work group will be presenting at GPA and presenting the final report at Full Council.
  - SF General Ward 86 is doing a series of focus groups targeting different Latino populations (women, trans, straight men) to assess how ACA implementation will affect this community.

#### **5. Public Comment**

- None.

#### **6. Co-Chair Update**

- Co-Chair Jewell announced that there will be a CARE Coalition meeting coming up in June.

#### **7. Committee and Work Group Reports**

- Consumer and Minority Affairs
  - CM Miller reported that there was a motion to come out of CMA that a Dental Services Task Force be convened. Since John Andrews resigned, the new CMA Co-Chair will be Michael Smithwick.
    - Community Outreach, Listening, and Activities (COLA) Work Group

- COLA session at Native American Health center May 22<sup>nd</sup> 12:30-2. COLA team will be meeting before Full Council at 3 pm to prepare for the session.
- Latino MSM Needs Assessment
  - Full report will be at Full Council this month.
- HIV & Aging Utilization Survey
  - Data is being processed- report in June.
- Government and Provider Affairs
  - Did not meet last month- GPA meeting tomorrow May 14<sup>th</sup>.
- Membership
  - CM Hornby announced that Membership will be sending out a letter of probation to Justin Haith.
  - Council Staff will buy thank you card for John Andrews.
- HIV Collaborative Work Group
  - CM Miller- last work group looked at final bits of data. Started to look at viable models of collaboration. All-day retreat will take place next month. This retreat will focus on 3-5 models of potential increased collaboration.
- HIV Health Reform Task Force
  - Co-Chair Jewell- Task Force had its Steering meeting today. Wrapping up final edits on provider road map. Planning for 2-3 Consumer Forums.

#### 8. HIV Health Services Update

- Bill Blum provided the HHS update:
  - Conversation with the State Office of AIDS regarding the Part B formula- the reduction stands.
  - Preparing for site visit- meeting with consumers and site visits.
  - HRSA officer Lennie Green is joining us at next council meeting.

#### 9. Ryan White Part B Representation – VOTE

- The Committee discussed the mandated Part B Representative Council Seat.
  - Part B- pushing SOA to reengage with Planning Councils.
  - SOA Category separate from member- representative. Come to meetings as they are able to and exempt from committee membership.
  - CS Molnar suggested we add this onto next Membership agenda. Suggested. He will draft policy allowing for non-voting representative, and the committee can review and vote on it.

#### 10. Questions for Council Meeting on May 20, 2013

- The Committee discussed questions to forward to HRSA Program Officer Lennie Green in advance of his appearance at the May 20<sup>th</sup> Full Council meeting.
  - Any extra carveouts for HIV meds if ADAP goes away?
  - What do you envision as the future of Ryan White?
  - Given reform, do you envision a change to the percent of core vs. support services?
  - Service categories- what will ACA cover, what will not be covered?

#### 11. Steering Retreat – VOTE

- The Committee discussed dates for upcoming Steering Retreat.
  - Backfill- Steering retreat will look at reduction scenarios and see if they need to be adjusted. Steering Retreat has to happen after that news is released.
    - The Committee decided to have a half-day retreat on Friday June 28<sup>th</sup>.

**12. Full Council Agenda Review – VOTE**

- The Committee reviewed and approved the April 22<sup>nd</sup> 2013 Full Council Agenda.

**13. Next Meeting Dates & Agenda Items – VOTE**

The next Steering Committee meeting is tentatively scheduled for June 17<sup>th</sup> 2013 at 25 Van Ness Conference Room 330A from 4-6 pm.

**14. Adjournment**

The meeting was adjourned by Co-Chair Wayne at 5:00 pm.

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Steering Committee





HIV Health Services Planning Council  
STEERING RETREAT  
Monday, June 24, 2013  
San Francisco AIDS Foundation  
1035 Market Street, 3<sup>rd</sup> Floor  
San Francisco, CA  
10:00-6:00 pm

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- |   |                 |
|---|-----------------|
| 1. Introductions  | Group 10:00     |
| 2. Review/Approve June 24 <sup>th</sup> 2013 DRAFT Agenda – VOTE  | Group 10:02     |
| 3. Review/Approve May 13 <sup>th</sup> 2013 DRAFT Minutes – VOTE  | Group 10:05     |
| 4. Announcements  | Group 10:07     |
| 5. Public Comment   | Group 10:10     |
| 6. Ice Breaker  | Co-Chairs 10:15 |
| 7. HIV Health Services Update   | Bill Blum 10:30 |
| 8. Resource Allocation/Reduction Protocol   | Group 10:45     |
| <i>The group will review the current reduction scenario.</i>  |                 |
| 9. Break  | 11:30           |
| 10. Resource Allocation/Reduction Protocol – VOTE   | Group 11:40     |
| <i>The group will conclude review of the current reduction scenario.</i>                                      |                 |
| 11. Part B Representation – VOTE  | Group 12:00     |
| <i>The Committee will discuss a new policy from the Membership Committee regarding Part B Representation.</i> |                 |
| 12. Lunch   | 12:30           |
| 13. Dental Services – VOTE  | Group 1:00      |
| <i>The group will discuss recommendations from the CMA and GPA Committees.</i>                                |                 |
| 14. Affordable Care Act Implementation  | Group 2:00      |
| <i>The Committee will review service categories and structural changes post-ACA.</i>                          |                 |

## 15. Comprehensive Plan Review - VOTE

Group 3:00

*The Committee will review the most recent Comprehensive Plan submitted to HRSA*

## 16. Next Meeting Dates & Agenda Items - VOTE

Group 3:55

*The next Steering Committee meeting is scheduled for July 15<sup>th</sup> 2013 at 25 Van Ness Conference Room 330 from 4:00 - 6:00 pm. The group will also discuss a new date for the August Steering Committee meeting.*

## 17. Adjournment

Group 4:00

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HIV Health Services Planning Council  
STEERING COMMITTEE RETREAT  
Friday, June 28<sup>th</sup> 2013  
San Francisco AIDS Foundation  
1035 Market St. Room 3D  
10:00-4:00 pm

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**Committee Members Present:** Ron Hernandez, Mary Lawrence Hicks, Kenneth Hornby, Lee Jewell [Co-Chair], Matthew Miller, Michael Scarce, Chip Supanich  
**Committee Members Absent:** Eric Sutter, Lara Tannenbaum [E], Channing Wayne [E]  
**Others Present:** Bill Blum [DPH HHS], Celinda Cantu [DPH HHS], Dean Goodwin [DPH HHS], Charles Siron  
**Support Staff Present:** Ali Cone, T.J. Lee, Mark Molnar

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### ***Minutes***

**1. Introductions**

The meeting was called to order at 10:14 pm by Co-Chair Jewell. Everyone introduced themselves and quorum was established.

**2. Review/Approve June 28<sup>th</sup> 2013 DRAFT Agenda – VOTE**

The June 28<sup>th</sup> 2013 DRAFT Agenda was reviewed and approved by consensus.

**3. Review/Approve May 13<sup>th</sup> 2013 DRAFT Minutes – VOTE**

The May 13<sup>th</sup> 2013 DRAFT Minutes were reviewed and approved by consensus.

**4. Announcements**

- CS Molnar announced that the Board of Supervisors approved a budget that backfilled 100% of federal HIV/AIDS cuts.

**5. Public Comment**

- None.

**6. Ice Breaker**

**7. HHS Update**

- Bill Blum provided the DPH HHS update:
  - LIHP development- expanding to 133% of FPL. In the interest of ensuring continuity of care, asking the state to allow clients in non-LIHP clinics to have the option to continue with the same provider.

**8. Part B Representation – VOTE**

- The Committee reviewed the new Part B Representation policy, which would allow a non-voting member from the State Office of AIDS to be a part of the Council.
- There was a robust discussion around whether or not to give this representative a vote. After much discussion, the Committee voted on the policy with no amendments.
  - **VOTE – none opposed, motion passes unanimously.**

## 9. Break

### 10. Dental Services – VOTE

- The Committee reviewed the motion generated in CCA that would convene a dental services task force.
- There was a discussion about whether a task force would be the best way to improve dental services.
- **CM Miller moved to introduce a replacement motion: Transition plans and standing policies must be adhered to. HHS Director will report quarterly on adherence and progress.**
  - The Committee discussed what would better help dental: a task force or emphasis on adherence to current policies.
  - Several Council Members expressed concerns that a task force would potentially just be deliberating about things that are already in place (e.g. standards of care and patient outcome objectives). Focus instead on adherence instead.
    - Celinda Cantu expressed doubts that a task force would be able to come up with anything new and would just end up spinning its wheels. Suggested that instead, we strengthen reportage and attempt to bolster adherence to standards of care and outcome objectives.
    - Celinda also emphasized the need for consumer input. In all treatment planning, there needs to be consumer input. Suggested the motion address transition planning both internally and externally and have reportage on levels of consumer input into service delivery.
- The original motion was amended to the following:
  - **Motion: In order to improve dental services, transition plans and standing policies must be adhered to. HHS Director will report quarterly on adherence and progress. The report will include updates on:**
    - Competency and training
    - Waiting period
    - Patient plans including transition plans
    - Consumer input
  - **Motion seconded by CM Supanich.**
    - **VOTE – motion passes.**

### 11. Affordable Care Act Implementation

- Celinda Cantu presented the HHS Modeling of Service Categories to prepare for Affordable Care Act Implementation, as well as a comparison of HIV/AIDS client services for Ryan White eligible clients who become or are SF PATH enrollees.
  - Celinda walked the Committee through what services RW eligible clients who become SF PATH enrollees are eligible/ineligible for, noting that there is still a lot of uncertainty.
  - Disenrollment from ADAP is required for SF PATH clients
  - Oral Health Care may be reinstated as covered service- TBD at the state level
- CM Miller suggested the Council consider applying for 75-25 waiver to have more flexibility around allocation once ACA rolls out. He advocated for wraparound services and the need for benefits counseling.
  - The Committee discussed benefits of applying to waiver.

## 12. Lunch

### **13. Affordable Care Act implementation**

- The Committee discussed what the role of the Council will be with ACA.
  - Emphasis that service categories will NOT go away.
  - Continued need for Ryan White
  - Undocumented population not covered under ACA- need to preserve the SF model of care and ensure that this population does not fall through the cracks
- Dean Goodwin explained the service category Health Insurance Premium & Cost Sharing Assistance. Spoke to the idea of potentially allocating carry-forward dollars to this category vs. adding it as a service category because of the uncertainty in this period of transition.
- The Committee had a robust discussion about what the shifts under ACA coverage would mean for how the Council allocates funds to service categories.
  - CM Sutter made the point that core services are being increased, which means that the whole system of care also needs to increase to be able to support it. The system of care needs to be viewed as a continuum- be mindful of this when considering allocation in this changing environment.

### **14. Break**

### **15. Comprehensive Plan Review – VOTE**

- The committee reviewed the Comprehensive Plan objectives and weighed in on whether and how the Council is accomplishing them.
  - Consensus that the Council is in compliance with the Comprehensive Plan's goals and objectives.
  - CM Miller asked that we revisit the Comprehensive Plan at next year's Steering Retreat to evaluate it once ACA rolls out.

### **16 Next Meeting Dates & Agenda Items – VOTE**

The next Steering Committee meeting is tentatively scheduled for July 2013 at 25 Van Ness Conference Room 330A from 4-6 pm. Council Staff will be sending out a Doodle for the August Steering Committee meeting because of schedule adjustments due to the Summit.

### **17. Adjournment**

The meeting was adjourned by CS Molnar at 2:26 pm.

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Steering Committee





HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday, July 15<sup>th</sup> 2013  
HIV Health Services  
25 Van Ness, 6<sup>th</sup> Floor Room 610  
4:00 - 6:00 pm

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***Draft Agenda***

- |  |            |
|--|------------|
| 1. Introductions   | Group 4:00 |
| 2. Review/Approve July 15 <sup>th</sup> 2013 DRAFT Agenda – VOTE                   | Group 4:02 |
| 3. Review/Approve June 28 <sup>th</sup> 2013 DRAFT Steering Retreat Minutes – VOTE | Group 4:05 |
| 4. Announcements   | Group 4:07 |
| 5. Public Comment  | Group 4:10 |
| 6. Committee and Work Group Reports  | Group 4:15 |

*The Committee will discuss the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensure linkage of Committee activities to the Full Council.*

- Consumer and Community Affairs Update
  - Community Outreach, Listening and Activities Work Group
- Government and Provider Affairs Update
- Membership Committee Update
- HIV Collaborative Work Group Update
- HIV Health Reform Task Force Update

- |                                      |                                 |
|--------------------------------------|---------------------------------|
| 7. HIV Health Services Update - VOTE | Bill Blum and Dean Goodwin 4:45 |
| 8. Committee Recommendations - VOTE  | Group 5:00                      |

*The Committee will review and vote upon motions from the CCA, Membership, and GPA committees.*

- |   |            |
|---|------------|
| 9. Next Meeting Dates & Agenda Items - VOTE | Group 5:55 |
|---|------------|

*The Committee will determine the date of the August Steering Committee meeting.*

- |                 |            |
|-----------------|------------|
| 10. Adjournment | Group 6:00 |
|-----------------|------------|

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### **Steering Committee Mission Statement**

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HIV Health Services Planning Council  
730 Polk Street, 3<sup>rd</sup> Floor, San Francisco, CA 94109  
San Francisco Department of Public Health, HIV Health Services Office  
25 Von Ness Avenue, 5th Floor, San Francisco, CA 94102

*The meeting facility is wheelchair accessible. The closest accessible BART Station is Civic Center, three blocks from City Hall. Accessible MUNI lines serving this location are: #47 Von Ness, and the #71 Haight/Noriega and the F Line to Market and Von Ness and the Metro stations at Von Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142. There is accessible parking in the vicinity of City Hall at Civic Center Plaza and adjacent to Davies Hall and the War Memorial Complex.*

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THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT

HIV Health Services Planning Council Offices, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.



HIV Health Services Planning Council  
STEERING COMMITTEE  
Thursday, August 15, 2013  
25 Van Ness  
3<sup>rd</sup> Floor Conference Room  
3:00-5:00 pm

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***Draft Agenda***

- |  |                |
|--|----------------|
| 1. Introductions   | Group 3:00     |
| 2. Review/Approve August 15 <sup>th</sup> 2013 DRAFT Agenda – VOTE | Group 3:02     |
| 3. Review/Approve July 15 <sup>th</sup> 2013 DRAFT Minutes – VOTE  | Group 3:05     |
| 4. Announcements   | Group 3:07     |
| 5. Public Comment  | Group 3:10     |
| 6. Co-Chair Update   | Co-Chairs 3:15 |
| 7. HIV Health Services Update                                      | Bill Blum 3:20 |
| 8. Committee and Work Group Reports – VOTE                         | Group 3:30     |

*The Committee will discuss the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensure linkage of Committee activities to the Full Council.*

- Consumer and Minority Affairs Committee
  - Community Outreach, Listening and Activities Work Group
- Government and Provider Affairs Committee
- Membership Committee
- HIV Collaborative Work Group
- HIV Health Reform Task Force

- |   |            |
|---|------------|
| 9. PLWH Advocacy Group Mission & Description – VOTE | Group 3:45 |
|---|------------|

*The Committee will discuss and vote upon the PLWH Advocacy Group's updated mission and description.*

- |                                   |            |
|-----------------------------------|------------|
| 10. Summit Recommendations – VOTE | Group 4:00 |
|-----------------------------------|------------|

*The Committee will review and discuss recommendations and motions regarding Resource Allocation and other Council and Summit related matters.*

- |  |            |
|--|------------|
| 11. Full Council and Summit Agenda Review - VOTE | Group 4:45 |
|--|------------|

*The Committee will review the agendas for the August 19 Council meeting and the August 23 Summit.*

The next Steering Committee meeting is scheduled for September 16<sup>th</sup> 2013 at 25 Van Ness Conference Room 330 from 4:00 - 6:00 pm.

## 13. Adjournment

Group 5:00

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HIV Health Services Planning Council Offices, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.





HIV Health Services Planning Council  
STEERING COMMITTEE  
Thursday, August 15<sup>th</sup> 2013  
25 Van Ness, 3<sup>rd</sup> Floor Room 330A  
3:00-5:00 pm

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**Committee Members Present:** Margot Antonetty, Kenneth Hornby, Lee Jewell [Co-Chair], Michael Smithwick, Chip Supanich, Eric Sutter

**Committee Members Absent:** Ron Hernandez [E], Mary Lawrence Hicks [E], Matthew Miller, Michael Scarce, Channing Wayne

**Others Present:** Dean Goodwin [DPH HHS], Kevin Hutchcroft [DPH HHS], Gabriel Ortega

**Support Staff Present:** Ali Cone, T.J. Lee, Mark Molnar

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### ***Minutes***

**1. Introductions**

The meeting was called to order at 3:15 pm by CS Lee. Everyone introduced themselves and quorum was established.

**2. Review/Approve August 15<sup>th</sup> 2013 DRAFT Agenda – VOTE**

The August 15<sup>th</sup> 2013 DRAFT Agenda was reviewed and approved by consensus.

**3. Review/Approve July 15<sup>th</sup> 2013 DRAFT Minutes – VOTE**

The July 15<sup>th</sup> 2013 DRAFT Minutes were reviewed and approved by consensus.

**4. Announcements**

- CS Lee made the following announcements:
  - Full Council meeting on Monday, August 19<sup>th</sup> 4:30-7:30 at SFAF.
  - Summit will be held next Friday, August 23<sup>rd</sup> at the Bahai Center from 10:00-4:00 pm, breakfast at 9:30 am.

**5. Public Comment**

- None.

**6. Co-Chair Update**

- None.

**7. HIV Health Services Update – VOTE**

- Dean Goodwin reported that HHS had no update for Steering.

**8. Committee and Work Group Reports – VOTE**

- Consumer and Community Affairs
  - CM Smithwick reported on the last CCA meeting- reviewed resource allocation scenarios and motions.
    - Community Outreach, Listening, and Activities (COLA) Work Group

- Recent COLA sessions: Homeless/marginally housed at Shanti, Native Americans at Native American Health Center, youth at Larkin Street Youth Services.
- Government and Provider Affairs
  - CM Antonetty elected new Co-Chair. Reviewed Service Summary sheets and MAI summary. Reviewed motions and resource allocation.
- Membership
  - CM Sutter reported on the latest Membership meeting. Membership Committee voted to send Mark Agtane a letter of termination due to ongoing attendance issues.
  - **Motion from Membership to send Mark Agtane a letter of termination.**
    - **VOTE – none opposed, motion passes.**
- HIV Collaborative Work Group
  - CS Molnar reported that the Collaborative Work Group decided to combine 2 models into 1- both integration just differed in terms of time phase and number of Council members. The recommendation of the work group will be to dissolve the Councils and create a new body.
- HIV Health Care Reform Task Force
  - Kevin Hutchcroft reported that he and Courtney Mulhern-Pearson, Ann Donnelly, and Lee Jewell visited Leader Pelosi's office to review recommendation steps and FAQ's- was received very well and invited them to continue dialogue as ACA unfolds. Encouraging, productive meeting.

#### 9. PLWH Advocacy Group Mission & Description – VOTE

- The Committee reviewed the recently crafted PLWH Advocacy Group Mission and Description.
  - **CM Supanich moved to approve this policy, CM Sutter seconded.**
    - **VOTE – none opposed, motion passes.**

#### 10. Summit Recommendations – VOTE

- Flat funding
  - **If funding remains at the current level, service category resource allocation will remain level across all categories. In the event that additional resources become available, additional funding will be allocated to service categories that provide benefits counseling and/or care navigation.**
    - **VOTE – none opposed, motion passes.**
- Increased Funding
  - **In the event of increased funding, Benefits Counseling services, legal services, and dental services will be increased to up to 125% of their current level. 'Benefits counseling' shall provide assistance with all forms of benefits. If further increased allocation is required, increases will occur proportionately across all service categories. In the event that additional resources become available during FY 2014-15, additional funding will be allocated to service categories that provide benefits counseling and/or care navigation.**
    - **VOTE – none opposed, motion passes.**
- Decreased Funding
  - **In the event of decreased funding, for the first 5% of reductions, allocations for services that are covered under California's essential health benefits package will be reduced proportionately. If further reduced allocation is required, reductions will occur proportionately across all service categories. If the 75-25 waiver is approved by HRSA, the**

Council will revisit its decreased funding scenario and will utilize this waiver if deemed appropriate by the Council.

- VOTE – none opposed, motion passes.

- **1a: The grantee will apply for a waiver for the 75/25 requirement.**
  - VOTE – none opposed, motion passes.
- **4a: To prioritize the following for carry-forward resource allocation:**
  - taxi vouchers
  - Pilot program for a support group for the aging population
  - emergency financial assistance
  - benefits training for staff
    - VOTE – none opposed, motion passes.
    - There was a discussion of issues with using taxi vouchers- discriminatory practices of taxi companies with regards to use of taxi vouchers.
      - CM Smithwick reported that he has had issues at his agency where taxi cabs don't like to show up at places for clients with HIV with mobility issues.
      - CS Lee recommended talking to the Taxi Commission.
- **5a: To table the recommendation regarding client-centered standards of care until September.**
  - CM Ortega moved to amend the motion to have the motion prioritized as the first agenda item in the next meeting. No second.
    - Discussion around the timing of this motion and the need for adequate conversation, discussion, and data from DPH.
  - VOTE – none opposed, motion passes.

#### **11. Full Council and Summit Agenda Review – VOTE**

- The Committee reviewed and approved the Full Council & Summit agendas.

#### **12. Next Meeting Dates & Agenda Items – VOTE**

The next Steering Committee meeting is scheduled for September 16<sup>th</sup> 2013 at 25 Van Ness Room 610 from 4:00-6:00 pm.

#### **13. Adjournment**

The meeting was adjourned by Co-Chair Jewell at 4:17 pm.

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#### **Steering Committee**





HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday, September 16, 2013  
25 Van Ness, 6<sup>th</sup> Floor Room 610  
4:00-6:00 pm

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***Draft Agenda***

- |   |                |
|---|----------------|
| 1. Introductions  | Group 4:00     |
| 2. Review/Approve September 16 <sup>th</sup> 2013 DRAFT Agenda – VOTE | Group 4:02     |
| 3. Review/Approve August 15 <sup>th</sup> 2013 DRAFT Minutes – VOTE   | Group 4:05     |
| 4. Announcements  | Group 4:07     |
| 5. Public Comment   | Group 4:10     |
| 6. Co-Chair Update  | Co-Chairs 4:15 |
| 7. HIV Health Services Update   | Bill Blum 4:25 |
| 8. Committee and Work Group Reports – VOTE                            | Group 4:45     |

*The Committee will discuss the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensure linkage of Committee activities to the Full Council.*

- Consumer and Minority Affairs Committee
  - Community Outreach, Listening and Activities Work Group
- Government and Provider Affairs Committee
- Membership Committee
- HIV Collaborative Work Group
- HIV Health Reform Task Force

- |                                    |            |
|------------------------------------|------------|
| 9. Motion for Consideration – VOTE | Group 5:15 |
|------------------------------------|------------|

*The Committee will discuss the motion tabled at the August 15<sup>th</sup> 2013 Steering Committee meeting.*

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|---------------------------------------|------------|
| 10. Full Council Agenda Review - VOTE | Group 5:45 |
|---------------------------------------|------------|

*The Committee will review the agenda for the September 23<sup>rd</sup> Council meeting.*

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| 11. Next Meeting Dates & Agenda Items - VOTE | Group 5:55 |
|--|------------|

*The next Steering Committee meeting is scheduled for October 21<sup>st</sup> 2013 at 25 Van Ness Conference 6<sup>th</sup> Floor Room 610 from 4:00 - 6:00 pm.*

- |                 |            |
|-----------------|------------|
| 12. Adjournment | Group 6:00 |
|-----------------|------------|
-

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**HIV Health Services Planning Council Offices, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.**



HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday, September 16<sup>th</sup> 2013  
25 Van Ness, 6<sup>th</sup> Floor Room 610  
4:00-6:00 pm

**Committee Members Present:** Mary Lawrence Hicks, Kenneth Hornby, Lee Jewell [Co-Chair], Matthew Miller, Michael Scarce, Michael Smithwick, Chip Supanich, Eric Sutter, Channing Wayne

**Committee Members Absent:** Margot Antonetty [E], Ron Hernandez [E]

**Others Present:** Dean Goodwin [DPH HHS], Bill Ledford, Gabriel Ortega

**Support Staff Present:** Enrique Asis, Ali Cone, T.J. Lee, Mark Molnar

### *Draft Minutes*

#### **1. Introductions**

The meeting was called to order at 4:05 pm by Co-Chair Hicks. Everyone introduced themselves and quorum was established.

#### **2. Review/Approve September 16<sup>th</sup> 2013 DRAFT Agenda – VOTE**

The September 16<sup>th</sup> 2013 DRAFT Agenda was reviewed and approved by consensus.

#### **3. Review/Approve August 15<sup>th</sup> 2013 DRAFT Minutes – VOTE**

The August 15<sup>th</sup> 2013 DRAFT Minutes were reviewed and approved by consensus.

#### **4. Announcements**

- Co-Chair Hicks announced that there is a movie on women and HIV at the Roxy this Thursday 19<sup>th</sup>.
  - CS Cone will send out notice for movie.
- CS Molnar announced that the Collaborative work group will be meeting on Weds<
- CM Hornby announced consortium meeting. Project Homeless send out
- CM Supanich announced the following:
  - High-Impact Prevention meeting on Wednesday at 6 pm.
  - Wednesday at 7- Honoring long term survivors at LGBT Center.
- CM Scarce announced the following:
  - SF will have its own LGBT homeless shelter in the near future- tentative news.
  - Consumer advisory alert- received a letter that he did not need to recertify for next benefits cycle. The letter did not say which benefit so he falsely assumed it was OA HIP but it was ADAP. Came very close to losing that benefit- warning to others to be mindful.
- CM Ledford announced that the Healthcare Reform Task Force will have the first of 3 town halls on October 7<sup>th</sup> at the Project Open Hand Grocery Center.

#### **5. Public Comment**

- None.

#### **6. Co-Chair Update**

- None.

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## **7. HIV Health Services Update**

- Dean Goodwin provided the HIV Health Services Update:
  - General Fund ad-back to offset Ryan White reduction- Funding notices and award letters should be going out any day now.
  - CoE meeting last week- started planning CoE meeting in October to focus on recommendations from the Latino MSM needs assessment. Will report back.
  - Meeting with dental providers coming up to meet and discuss issues raised by HCAP and others. Council will receive update in October.

## **8. Committee and Work Group Reports – VOTE**

- Consumer and Community Affairs
  - CM Miller reported on the last CCA meeting- discussion around motion, HCAP update, debrief from summit.
- Government and Provider Affairs
  - CM Supanich- GPA reviewed Celinda's CQI presentation, as well as presentations from San Mateo and Marin. Also a robust discussion of the motion.
- Membership
  - CM Hornby- Membership also discussed the motion. Sent out letter of warning to Brian DiCrocco. Interviewed and decided not to move forward with applicant. Renewed Stacia Scherich, Ken Pearce, Rachel Matillano, and Don Soto.
- HIV Collaborative Work Group
  - CM Miller announced that the next meeting for the Collaborative Work Group is meeting on Wednesday to finalize the presentation for October's joint meeting.
- HIV Health Care Reform Task Force
  - 3 educational town halls coming up. The structure of each town hall will be 1<sup>st</sup> half presentation, 2<sup>nd</sup> half tables (depending on economic and insurance status). First town hall will be at the Project Open Hand Grocery Center.

## **9. Motion for Consideration – VOTE**

- The Committee reviewed the motion regarding client centered standards of care.
  - CM Miller moved to send the motion back to PLWH Advocacy Group. CM Supanich seconded.
    - Co-Chair Hicks asked for guidance as to what to do with it.
    - CM Scarce spoke in favor of the motion. He also expressed concern that there was not adequate notice given for the last PLWH Advocacy Group meeting.
    - CM Supanich noted that GPA had a hard time figuring this motion out, despite having the originator of the motion at the meeting. So much misunderstanding about it- no one knew what they were voting for or against.
    - There was a robust discussion of the context and intent behind the original motion.
      - Discussion of duplication of eligibility documentation across multiple service agencies.
    - CM Scarce- SOA has formal plan in place for rolling out plan in place for solving this problem with duplication of paperwork. Might render this moot.
    - Dean Goodwin provided context for the problems with duplication of eligibility requirements.
      - Co-Chair Hicks suggested Dean provide this context at the next Full Council meeting.
    - CM Miller moved to call the question. Co-Chair Wayne seconded.
      - **VOTE – none opposed, motion passes.**



- **VOTE on motion to send it back – none opposed, motion passes.**
- CM Scarce spoke about July's CCA meeting, where he passed out several motions to review. He expressed concern that they weren't reviewed, and wants to see them revived.
  - CS Molnar noted that CM Scarce left the July CCA meeting early. There was no one to introduce the motions.
  - CM Scarce replied that he felt frustrated and left. He felt there wasn't time made to discuss his motions. He also asked for more cultural sensitivity surrounding how consumers are treated on the council.
  - Co-Chair Hicks suggested CM Scarce bring the motions to the next meeting.
  - CM Hornby announced that they are working to convene another PLWH advocacy group meeting soon.

**10. Full Council Agenda Review – VOTE**

- The Committee reviewed and approved the Full Council agenda.

**11. Next Meeting Dates & Agenda Items – VOTE**

The next Steering Committee meeting is scheduled for October 21<sup>st</sup> 2013 at 25 Van Ness Room 610 from 4:00-6:00 pm.

**12. Adjournment**

The meeting was adjourned by Co-Chair Hicks at 5:10 pm.

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**Steering Committee**





HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday, October 21, 2013  
25 Van Ness, 6<sup>th</sup> Floor Room 610  
4:00-6:00 pm

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**Draft Agenda**

- |  |                |
|--|----------------|
| 1. Introductions   | Group 4:00     |
| 2. Review/Approve October 21 <sup>st</sup> 2013 DRAFT Agenda – VOTE    | Group 4:02     |
| 3. Review/Approve September 16 <sup>th</sup> 2013 DRAFT Minutes – VOTE | Group 4:05     |
| 4. Announcements   | Group 4:07     |
| 5. Public Comment  | Group 4:10     |
| 6. Co-Chair Update   | Co-Chairs 4:15 |
| 7. HIV Health Services Update  | Bill Blum 4:20 |
| 8. Committee and Work Group Reports – VOTE                             | Group 4:30     |

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*The Committee will discuss the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensure linkage of Committee activities to the Full Council.*

- Consumer and Minority Affairs Committee
  - Community Outreach, Listening and Activities Work Group
- Government and Provider Affairs Committee
- Membership Committee
- HIV Collaborative Work Group
- HIV Health Reform Task Force

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|------------------------------|------------|
| 9. Housing Resolution – VOTE | Group 4:50 |
|------------------------------|------------|

*The Committee will consider a letter of support for the Mayor's Disability Council regarding housing.*

- |                                     |            |
|-------------------------------------|------------|
| 10. Motion for Consideration – VOTE | Group 5:00 |
|-------------------------------------|------------|

*The Committee will review and vote upon a motion coming from the PLWH Advocacy Group.*

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|-------------------------------|------------|
| 11. Covered California – VOTE | Group 5:25 |
|-------------------------------|------------|

*The Committee will discuss services covered and not covered under California's Essential Health Benefits plan.*



## 12. Full Council Agenda Review - VOTE

Group 5:50

*The Committee will review the agenda for the October 28<sup>th</sup> Council meeting.*

## 13. Next Meeting Dates & Agenda Items - VOTE

Group 5:55

*The next Steering Committee meeting is scheduled for November 18<sup>th</sup> 2013 at 25 Van Ness Conference 6<sup>th</sup> Floor Room 610 from 4:00 - 6:00 pm.*

## 14. Adjournment

Group 6:00

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### ***Steering Committee Mission Statement***

***The primary responsibility of the Steering Committee is to oversee the work of all of the Council's active committees and ad hoc committees, as well as interface with representatives from the Department of Public Health HIV Health Services office.***

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## 12. Full Council Agenda Review - VOTE

Group 5:50

*The Committee will review the agenda for the October 28<sup>th</sup> Council meeting.*

## 13. Next Meeting Dates & Agenda Items - VOTE

Group 5:55

*The next Steering Committee meeting is scheduled for November 18<sup>th</sup> 2013 at 25 Van Ness Conference 6<sup>th</sup> Floor Room 610 from 4:00 - 6:00 pm.*

## 14. Adjournment

Group 6:00

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HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday, October 21<sup>st</sup> 2013  
25 Van Ness, 6<sup>th</sup> Floor Room 610  
4:00-6:00 pm

**Committee Members Present:** Ron Hernandez, Mary Lawrence Hicks [Co-Chair], Kenneth Hornby, Lee Jewell [Co-Chair], Michael Smithwick, Chip Supanich, Channing Wayne [Co-Chair], Gabriel Ortega, Charles Siron

**Committee Members Absent:** Margot Antonetty, Matthew Miller [LOA], Michael Scarce, Eric Sutter [E], Bill Ledford [E]

**Others Present:** Bill Blum [DPH], Celinda Cantu [DPH]

**Support Staff Present:** Ali Cone, Mark Molnar, Talia Roven

### *Draft Minutes*

#### 1. Introductions

The meeting was called to order at 4:12 pm by Co-Chair Wayne. Everyone introduced themselves and quorum was established.

#### 2. Review/Approve October 21<sup>st</sup> 2013 DRAFT Agenda – VOTE

The October 21<sup>st</sup> 2013 DRAFT Agenda was reviewed and approved by consensus.

#### 3. Review/Approve September 16<sup>th</sup> 2013 DRAFT Minutes – VOTE

The September 16<sup>th</sup> 2013 DRAFT Minutes were reviewed and approved by consensus.

#### 4. Announcements

- CM Supanich announced he was elected Co-Chair of Mayor's Disability Council.
- CS Molnar announced the joint meeting will be held Monday, October 6<sup>th</sup> at 25 Van Ness, 6<sup>th</sup> Floor Room 610 from 4:30-7:30.
- CM Hornby spoke to the quality of the SF system of care based on a recent hospital stay.
- Co-Chair Hicks announced the medical director of Ward 86, Brad Hare, is moving to Kaiser to take a position there beginning in January. She will keep the committee posted on the details.
- Bill Blum announced Chris Harris was in a car accident. Encouraged committee members to send regards.

#### 5. Public Comment

- None.

#### 6. Co-Chair Update

- Co-Chair Jewell discussed the Health Care Reform ACA forum. He described it as a small but attentive group. He expressed that it was a good test run for other forums and asked for help promoting the upcoming ones.
  - Kevin Hutchcroft weighed in on the forum. He felt the group had good, thoughtful questions and left more informed.
- Co-Chair Jewell provided an update from the CAEAR Coalition.

- CAEAR Coalition received a grant from SF AIDS walk and changed their fundraising assuming there was 2 years of funding. The funds have run out. Shanti backfilled some of the balance (not through Care Council contract funds). CAEAR Coalition is in the midst of fundraising efforts.
- Bill Blum noted that funds left by Randy Allgaier are earmarked for CAEAR coalition.

## 7. HIV Health Services Update

- Bill Blum provided the HHS update:
  - LIHP (Low Income Health Program) increase to 133% of FPL- consumers won't have to transfer their primary care doctor. They will have that option but won't be forced to do so.
  - SF County is participating in the healthcare exchange. This will be the cheapest product on the market in terms of co-pays and quarterly fees for participants.
  - HC Reform Task Force gave a successful presentation to the Board of Supervisors.

## 8. Committee and Work Group Reports – VOTE

- Consumer & Community Affairs
  - CM Smithwick reported on this month's CCA meeting:
    - COLA updates- API COLA will be happening in November or December and an upcoming African American COLA will be in 2014.
    - Brian Brophy will present HCAP report at next group meeting.
    - Next needs assessment MSM users of crystal meth.
    - CCA requested that written information re: the collaborative models be provided to full council in advance of the meeting.
    - CM Smithwick discussed the concern raised about potential dilution of PLWH on merged council.
- GPA
  - CM Supanich reported on GPA:
    - GPA reviewed the 2 models and recommendations by the Collaborative Planning Work Group- suggested shortening the discussion around the process and focus on the models.
    - Bill Blum presented a preview of his ACA presentation.
- Membership
  - CM Hornby reported on the latest Membership meeting:
    - Reviewed T.J. Lee's application and will interview next month.
    - Interviewed and approved John Pryor
    - Renewed Lee Jewell and Ken Hornby
    - LOA granted for Brian DiCrocco.
    - Discussed the joint meeting and collaborative work group
- PLWH Advocacy Group
  - CM Siron reported that at the last PLWH Advocacy Group meeting, a motion was passed to postpone the vote regarding the collaborative models.

## 9. Covered California

- The Committee discussed the formation of a work group tasked with reviving services that are covered and not covered under California's Essential Health Benefits package.

- Co-Chair Jewell introduced the topic discussing those formerly covered by Ryan White who will move into expanded Medi-cal. There will be a restructuring of how we do allocation and potentially free up funds to put into other services, notably support services.
- Co-Chair Jewell proposed the formation of a work group to look at what will and will not be covered. The group will come up with recommendations about how prioritization and allocation of funds can better meet needs in light of ACA changes in coverage. The work group would be able to provide these recommendations to the Full Council
- CM Supanich & CM Hornby spoke in favor of the work group.
- Co-Chair Jewell noted that he would like to see the work group meet up until the summit.
  - Bill Blum noted that the group may consider meeting even beyond the summit because details around healthcare exchanges may still need to be addressed.
- Co-Chair Hicks felt the work group was a great idea and volunteered to be on it. She also reminded the committee there may have a "mid-year summit" where decisions from the last summit may be revisited.
- **Co-Chair Jewell moved to create a work group called the EHB Work Group to consider changes to essential health benefits and service categories post-ACA.**
  - **CM Hornby seconded.**
  - **VOTE – none opposed, motion passes.**
- Bill Blum suggested a standing report-back at Full Council to keep council members informed.

#### 10. Housing Resolution – VOTE

- The Committee considered a letter of support for the Mayor's Disability Council regarding housing.
  - CM Supanich sits on the Mayor's Disability Council and spoke to the deteriorating housing situation for people with disabilities/the elderly/low income residents. He and other members of the council wrote this resolution. They met with other community members and presented the resolution last week.
    - CM Supanich brought it to HHSPC because although the council doesn't fund housing, it prioritizes it. Aging population is a priority for the Council as well.
    - He was hoping committee members would sign the letter of support. He will be meeting with the Mayor's office on housing in a couple weeks and will go to the mayor in beginning of the year. Asking other CBO's to sign letter of support so it can be presented with a bloc of support for the resolution.
  - Co-Chair Jewell spoke in support of the letter. Co-Chair Channing Wayne seconded.
  - **CM Hornby moved to sign letter of support, CM Siron seconded.**
    - **VOTE – none opposed, motion passes.**

#### 11. Motion for Consideration – VOTE

- The Committee reviewed and voted upon the following motion coming from the PLWH Advocacy Group:
  - **Motion: "Consideration of models about the council merger be postponed until the January Full Council Meeting. By November 1<sup>st</sup>, all members of both planning bodies will receive copies of the proposed plan for consideration, to allow for discussion at committees and Full Council throughout November. We would invite Prevention to engage in that analysis and discussion."**
  - CM Supanich spoke in favor of the motion. He acknowledged the anxiety and questions raised about the speed with which this vote is moving forward. Concerned about having to see the presentation and vote on it immediately afterwards. There is a lot of information and he wants time to consider and deliberate.

- CM Siron spoke in favor of the motion- believes adequate time is needed to digest so much information.
- Co-Chair Jewell spoke against the motion. The Full Council fully supported the work group and empowered the group to bring information forward to Council. Co-Chair Jewell expressed confidence that the information will be presented in such a way that all committee members from both councils will be able to understand the proposal.
- CM Hornby expressed that it is out of respect for the work group that the committee take the time to discuss it fully and decide later.
- Co-Chair Wayne spoke against the motion. She expressed disagreement with the idea that there has been secrecy and a withholding of information, noting that the work group has been open to attend and that the HHSPC elected 7 members.
- CM Siron emphasized that the motion is not about merging, it's about giving time for deliberation.
- CS Molnar reviewed that at the last council meeting, several committee members felt the process was moving too fast and would be inclined toward automatic no vote, although they would prefer it to be extended. Other people on the council also held this view.
- CM Supanich spoke to his experience evaluating a merger on a board of directors- even if this doesn't work out, there's no disrespect for the process. CM Supanich expressed belief that it's not unreasonable to ask for time to consider such a large decision.
- Co-Chair Hicks expressed concern that the deliberation will lose traction over time.
- CM Hernandez spoke in favor of the motion.
- There was a robust discussion of whether or not the votes of both Councils need to happen at the same time.
  - Co-Chair Wayne expressed concern that if the councils don't vote at the same time, the vote of one council may sway the vote of the other.
- Co-Chair Hicks expressed concerns that if the council voted on Monday night, people may vote no because they're not ready to vote. Proposed that the Council take a month even if it means that HHSPC will have to sort it out with Prevention.
- CM Smithwick- this is a conversation about process, not substance. Expressed not feeling informed enough to vote, having not received the information yet. CM Smithwick expressed feeling the deck is stacked for a "no" vote. Given there are 2 votes that need to happen at the same time, doesn't see why it would be a problem if they vote at different times. He prefers that to the alternative, because clearly lots of people feel anxiety about this.
- CM Supanich expressed feeling pushed. Merging the Councils is a huge topic and would rather err on the side of patience. Spoke in favor of allowing the motion to go through Committee like every other big decision made by the Council.
- CS Molnar expressed concern that if it goes to a vote Monday, it could be an up-down vote, merge or no merge. Expressed concerns about the potential for reactionary voting. Council should be deciding for themselves what to do, not thinking how Prevention will vote. It is a big decision that would change this body radically.
- CS Molnar shared that in the event of a discordant vote, Tracey Packer suggested that work group reconvene.
- CM Siron introduced the following replacement motion:
  - **MOTION:** Consideration of collaborative models be postponed until November to allow for continued discussion of the models in question.
  - CM Hornby seconded.
- CM Supanich moved to extend the meeting by 15 minutes, CM Hornby seconded.
  - **VOTE** – none opposed, motion passes.

- The Committee discussed proxy vote policy in the context of a regularly-attending member, but not a home committee member.
  - The Committee unanimously decided to allow proxy to stand.
- There was a robust discussion of the replacement motion on the floor.
  - CM Supanich spoke in favor of the motion- expressed a desire to allow time to discuss this at the committee level and time to deliberate. Questioned the urgency of the vote, and expressed a desire to see that everyone is given the time they need.
  - Co-Chair Hicks felt there was enough interest in having an extended opportunity to evaluate and therefore doesn't want to see the motion die in Steering.
  - **CM Siron rescinded his replacement motion. Seconded CM Hornby stands by the replacement motion on the floor. CM Ortega seconds- the replacement motion stands.**
    - **VOTE – motion passes.**

#### **12. Full Council Agenda Review – VOTE**

- The Committee reviewed and approved the agenda for the Full Council meeting.

#### **13. Next Meeting Dates & Agenda Items – VOTE**

The next Steering Committee meeting is tentatively scheduled for Monday, November 18<sup>th</sup> 2013 from 4-6 pm at 25 Van Ness 6<sup>th</sup> Floor Room 610.

#### **14. Adjournment**

The meeting was adjourned at 6:17 by Co-Chair Wayne.

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**Steering Committee**





HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday November 18<sup>th</sup> 2013  
HIV Health Services  
25 Van Ness, 6<sup>th</sup> Floor Conference Room  
4:00 - 6:00 pm

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***Draft Agenda***

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| 5. Public Comment  | Group 4:10 |
| 6. Committee and Work Group Reports                                  | Group 4:15 |

*The Committee will discuss the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensure linkage of Committee activities to the Full Council.*

- Consumer and Community Affairs Update
  - Community Outreach, Listening and Activities Work Group
- Government and Provider Affairs Update
- Membership Committee Update
- PLWH Advocacy Group
- HIV Health Care Reform Task Force Update

- |                                   |                |
|-----------------------------------|----------------|
| 7. HIV Health Services Update     | Bill Blum 4:45 |
| 8. Models of Collaboration - VOTE | Group 5:00     |

*The Committee will continue the discussion from the recent joint meeting regarding models of collaboration between the HHSPC and the HPPC. The Committee will also review two motions coming from CCA, GPA, and the PLWH Advocacy Group.*

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|--------------------------|------------|
| 9. Council Agenda - VOTE | Group 5:45 |
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*The Committee will review the agenda of the next full Council meeting.*

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|--|------------|
| 10. Next Meeting Dates & Agenda Items - VOTE | Group 5:55 |
|--|------------|

*The Committee will determine its next meeting date.*

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|-----------------|------------|
| 11. Adjournment | Group 6:00 |
|-----------------|------------|

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San Francisco Department of Public Health, HIV Health Services Office  
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HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday, November 18<sup>th</sup> 2013  
25 Van Ness, 6<sup>th</sup> Floor Room 610  
4:00-6:00 pm

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SAN FRANCISCO DISTRICT

**Committee Members Present:** Ron Hernandez, Mary Lawrence Hicks [Co-Chair], Ken Hornby, Michael Smithwick, Channing Wayne [Co-Chair]

**Committee Members Absent:** Margot Antonetty [E], Lee Jewell [Co-Chair] [E], Matthew Miller [LOA], Michael Scarce, Chip Supanich, Eric Sutter [E]

**Others Present:** Bill Blum [DPH HHS], Celinda Cantu [DPH HHS], Billie Cooper, Dean Goodwin [DPH HHS], Bill Ledford, Gabriel Ortega, Ken Pearce, Charles Siron

**Support Staff Present:** Ali Cone, Mark Molnar, Talia Roven

### *Draft Minutes*

#### 1. Introductions

The meeting was called to order at 4:15pm by Co-Chair Hicks. Everyone introduced themselves and quorum was not established.

#### 2. Review/Approve November 18<sup>th</sup> 2013 DRAFT Agenda – VOTE

The November 18<sup>th</sup> 2013 DRAFT Agenda was reviewed, minorly amended and approved by consensus.

#### 3. Review/Approve October 21<sup>st</sup> 2013 DRAFT Minutes – VOTE

The October 21<sup>st</sup> 2013 DRAFT Minutes were reviewed and approved by consensus.

#### 4. Announcements

- CM Hornby announced that LTCCC is fighting to get housing committee. Reconvened committee and CM Hornby is a Co-Chair. First order of business is meeting with small apartment association to attempt to open some of the vacant 11,000 apartments in SF.
- CS Molnar – there will be no Full Council meeting in December. Next meeting is Monday, November 25<sup>th</sup>.

#### 5. Public Comment

- None.

#### 6. Committee and Work Group Reports

- The Committee discussed the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensured linkage of Committee activities to the Full Council.
- Consumer & Community Affairs
  - Community Outreach, Listening and Activities Work Group
  - CS Molnar reported on the latest CCA meeting in CM Smithwick's absence.
    - Discussed motions presented during committee.
    - Next COLA session will be API Wellness and will be held December 5<sup>th</sup>.
      - Doodle will be sent to volunteers from CCA to be part of group.

- GPA
  - CS Molnar discussed the latest GPA meeting in CM Supanich's absence.
  - Committee received the annual Hep C update from Emalie Huriaux.
  - Reviewed and discussed motions on table.
- Membership
  - CM Hornby reported on the latest Membership meeting:
    - TJ Lee and John Pryor approved for Full Council vote.
    - Loren Meissner was not approved for an interview.
    - Renewals of CM Cooper, CM Flores, CM Hornby and Co-Chair Jewell will be up at Full Council.
    - Discussed Models of Collaboration
    - There will be no Membership meeting in December.
    - CM Pearce requested explanation for Loren Meissner not being accepted.
      - CM Hornby spoke to the committee's conversation re: Meissner. Also spoke to TJ Lee being affiliated consumer.
        - CM Pearce feels this is a critical item when considering a council member.
    - CS Molnar discussed the new conversation around defining affiliated, non-affiliated status during Full Council presentation. New precedent.
      - Co-Chair Hicks suggested this be included in candidate applications given motions on table.
      - CS Molnar spoke to possibly adding affiliated/non-affiliated box to be checked on application.
      - CM Smithwick – an affiliated consumer and a client receiving services seem like similar things.
      - Co-Chair Wayne spoke to CS Cone's demographics report presented during Membership and recommended everyone look at it for specific information.
      - CS Cone – when a member presents their bio, have the demographic report be presented with the application instead of marking affiliation distinctly.
      - Bill Blum – whatever happens, let the council members know how they will be presented.
      - Co-Chair Hicks agreed with CS Cone that a more subtle release of information on the spreadsheet may be way to go.
      - CM Pearce –affiliated/non-affiliated consumer status should be discussed with potential members. It is an important distinction that Membership should discuss with candidate before the fact, not after vote.
- PLWH Advocacy Group
  - CM Siron reported on the latest PLWH Advocacy Group meeting:
    - CM Supanich was nominated as Co-Chair of the committee.
    - Reviewed motions:
  - **Proxy Policy**
    - CS Molnar reviewed change to proxy designation discussed in PLWH Advocacy Group.
    - Co-Chair Hicks questioned if a verbal designation is sufficient.
      - CS Molnar – it is preferred to have it in writing.

- CM Pearce provided background to proxy policy. Policy needed clarification so it can be engaged fully. There had been confusion around the details. Need to understand legitimacy.
- CS Molnar spoke to importance of being diligent in choosing proxy as they will speak for you.
- Robust discussion about proxy votes and when they need to be re-upped/re-called to understand parameters of proxy voting.
- Bill Blum spoke to proxy vote for being out sick.
- CM Pearce spoke to personal responsibility around understanding proxy policy. Maintain own credibility with this process.
- Discussion about importance of providing a directive to proxy so vote is heard correctly. It is up to council member to prepare selected proxy on how to vote on member's behalf.
  - Co-Chair Hicks and CM Pearce spoke to importance of prepping proxy.
- CS Molnar spoke to mental health excused absences in addition to physical illness.
- Co-Chair Hicks recommended moving the updated policy forward as written to Full Council and adopting into Council policy and procedure.
  - **VOTE on updated policy – none opposed. Moves to Full Council.**
  - CM Pearce requested one of the Co-Chairs clear on this issue present this to Full Council given complexity of issue.
    - Co-Chair Wayne volunteered.
- HIV Health Reform Task Force Update
  - Kevin Hutchcroft spoke about 2<sup>nd</sup> of 3 meetings.
    - Final stages of the Task Force. No cost extension to company contract to facilitate group. Blue cross/blue shield.
    - Today's meeting was from 2-4pm in Bayview today. Next one is Dec. 9 at SFAF 2-4

## 7. HIV Health Services Update

- Bill Blum provided the HHS update:
  - Trainings – 1) CQI for providers and 2) “Trauma informed care” – patients in public sector safety net have trauma and providers need to understand how to better support, especially when it effects clients’ behaviors in responding/engaging in healthcare. Allow providers to take a step back and look at that to maintain the patients. Anyone who is service providers who receive RW funding.
    - CM Cooper – recommended that people who are going through trauma be speakers during the training. Would provide context to providers of experience on the ground of the clients experiencing the trauma. Can members attend?
    - Bill Blum- consider that person will be re-traumatized but open to that.
    - CM Ledford agreed. Ledford – everyone responds to trauma differently so important to bring speakers to address that.
    - Bill Blum – geared to providers so please remain respectful of that.
    - Co-Chair Hicks – maybe we could provide this as a forum/service group topic given depth of issue.
    - CMPearce – have trainer speak to people individually versus consumers come in so the voice is taken there but will not be overwhelmed by consumer voice, maintain provider focus.
  - Dental providers meeting – initial reports

- 2<sup>nd</sup> letter re: eligibility verification details. DPH clinics are now part in healthcare exchanges, contract with Chinese community health plan.
  - Co-Chair Hicks- important to clarify that this plan is not just for the Chinese population.
  - CM Pearce agreed. Need to make very clear details of this contract. Meaning of contract could get lost in the name of the plan.
  - Bill Blum - Can sign up and choose another provider but this plan is opportunity to stay with their provider.

#### 8. Council Agenda - VOTE

- The Committee reviewed and approved the agenda of the next full council meeting.

#### 9. Full Council Agenda Review – VOTE

- The Committee reviewed and approved the agenda for the Full Council meeting.

#### 10. Next Meeting Dates & Agenda Items – VOTE

The next Steering Committee meeting is tentatively scheduled for January 16<sup>th</sup> 2014 at 25 Van Ness 6<sup>th</sup> Floor Room 610. The Committee unanimously voted to cancel Steering in December.

#### 11. Models of Collaboration

- The Committee discussed the work of Council Committees and Work Groups, communication between the HHSPC and the HPPC. The Committee also reviewed two motions coming from CCA, GPA, and the PLWH Advocacy Group.
- CS Molnar provided update from membership.
  - **Motion 1: Any collaboration or merger between Prevention and Care shall guarantee representation such that all membership standards, leadership roles, and meetings shall include at least 33 1/3% HIV positive non-affiliated consumers.**
    - The Committee discussed membership standards on the council- goal of 50% unaffiliated consumers.
    - **CM Siron called the question, CM Ledford seconded.**
      - **Vote – Motion doesn't pass.**
  - Co-Chair Hicks – 33 1/3% non-affiliated consumers in each committee?
    - CS Molnar – yes, currently meeting this standard.
  - CM Pearce – key to remember is devil in details. Make sure language is clear so there is no confusion. It wasn't subversive, it just was not explicitly outlined. Important to set this precedent so that it stands for all future councils. Clarifying that something that was told to us was not correct. Not against them or obstructionist, we just want this reassurance that the group lists this correctly.
  - Co-Chair Hicks spoke to confusion around this at GPA meeting. Agreed with Pearce, very important to clarify this. Thank you for keeping clear and continuing to educate us around this issue.
    - **VOTE ON MOTION #1 – Motion passes unanimously.**
  - **Motion 2: To consider Model 2 as the model for collaboration.**
    - CS Molnar clarified that this is not passing model #2, but rather passing Motion #2 from the committees. Not to change or adopt anything but rather a motion to consider this model of collaboration.
    - CM Smithwick – collaborative work group recommended model 1. In my mind, model 1 failed so now we go back to the table to discuss the whole situation.

- CS Molnar – this is intended to shape conversation to be sure that model #2 is actually considered and looked at.
- CM Ledford – many of us felt that model #2 was not given sufficient presentation.
- CM Ledford called the question, CM Hernandez seconded.
  - VOTE- None opposed. Motion passes.
- VOTE on Motion 2– Motion passes.
  - CM Cooper expressed concerned about seats being affected if councils merge.
  - Co-Chair Wayne – under model 1, both councils will be dissolved and there will be a new iteration after leadership committee develops by-laws, membership, etc.
  - CM Pearce – first priority will be given to people already on council and application will be reviewed.
  - Co-Chair Wayne – collaborative work group fulfilled mandate to make a recommendation. There was not enough time to relay entire process during joint council meeting. Not secretive, just wasn't enough time to discuss model 2.
  - CS Molnar agreed to give an overview of model 2 at Full Council, with help from CM Hornby, since they were both in the work group.

## 12. Adjournment

The meeting was adjourned at 6:05pm by Co-Chair Hicks.

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### Steering Committee





HIV Health Services Planning Council  
STEERING COMMITTEE  
Thursday January 16<sup>th</sup> 2014  
HIV Health Services  
25 Van Ness, 6<sup>th</sup> Floor Conference Room  
4:00 - 6:00 pm

DOCUMENT

JAN 14 2014

***Draft Agenda***

1. Introductions Group 4:00
2. Review/Approve January 16<sup>th</sup> 2014 DRAFT Agenda – VOTE Group 4:02
3. Review/Approve November 18<sup>th</sup> 2013 DRAFT Minutes – VOTE Group 4:05
4. Announcements Group 4:07
5. Public Comment Group 4:10
6. Committee and Work Group Reports – VOTE Group 4:15

*The Committee will discuss the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensure linkage of Committee activities to the Full Council.*

- Consumer and Community Affairs
  - Community Outreach, Listening and Activities Work Group
- Government and Provider Affairs
- Membership Committee
- PLWH Advocacy Group
- HIV Health Care Reform Task Force

7. HIV Health Services Update Bill Blum 4:45
8. Questions for the HRSA Regional Director Herb Schultz Group 5:10

*The Committee will generate questions for discussion to be made available to Director Schultz in advance of his appearance before the full Council this month.*

9. Essential Health Benefits Work Group Group 5:40

*The Committee will discuss the convening of the newly-formed EHB Work Group.*

10. Next Meeting Dates & Agenda Items - VOTE Group 5:55

*The next Steering Committee meeting is tentatively scheduled for Thursday, February 13<sup>th</sup> 2014 at 25 Van Ness Conference Room 610 from 4-6 pm.*

11. Adjournment Group 6:00

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### **Steering Committee Mission Statement**

***The primary responsibility of the Steering Committee is to oversee the work of all of the Council's active committees and ad hoc committees, as well as interface with representatives from the Department of Public Health HIV Health Services office.***

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HIV Health Services Planning Council  
730 Polk Street, 3<sup>rd</sup> Floor, San Francisco, CA 94109  
San Francisco Department of Public Health, HIV Health Services Office  
25 Van Ness Avenue, 5th Floor, San Francisco, CA 94102

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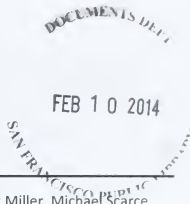
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HIV Health Services Planning Council Offices, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.





HIV Health Services Planning Council  
STEERING COMMITTEE  
Thursday, January 16<sup>th</sup> 2014  
25 Van Ness, 6<sup>th</sup> Floor Room 610  
4:00-6:00 pm



**Committee Members Present:** Ron Hernandez, Ken Hornby, Lee Jewell (Co-Chair), Matt Miller, Michael Scarce, Michael Smithwick, Chip Supanich,

**Committee Members Absent:** Margot Antonetty, Mary Lawrence Hicks (Co-Chair) [E], Eric Sutter, Channing Wayne (Co-Chair) [E]

**Others Present:** Brian DiCrocco, Dean Goodwin, Bill Ledford, Gabriel Ortega, Stacia Scherich, Charles Siron

**Support Staff Present:** Ali Cone, Mark Molnar, Talia Roven

### *Draft Minutes*

1. **Introductions**

The meeting was called to order at 4:00pm by Co-Chair Jewell. Everyone introduced themselves and quorum was established.

2. **Review/Approve January 16<sup>th</sup> 2014 DRAFT Agenda – VOTE**

The January 16, 2014 DRAFT Agenda was reviewed and approved by consensus.

3. **Review/Approve November 18<sup>th</sup> 2013 DRAFT Minutes – VOTE**

The November 18<sup>th</sup> 2013 DRAFT Minutes were reviewed and approved by consensus.

4. **Announcements**

- CM Siron holds Co-Chair Wayne's proxy.
- CM Hernandez and CM Smithwick will be leaving early.
- CM Hornby holds CM Scherich's proxy.
- CS Molnar announced that new committees have been selected and members will be notified tomorrow. New committees and Co-Chair elections will begin in February. Mostly second choices were selected.
- CS Cone announced that she has 700 forms at meeting and are due in mid-February.

5. **Public Comment**

- None.

6. **Committee and Work Group Reports**

- The Committee discussed the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensured linkage of Committee activities to the Full Council.
- Consumer & Community Affairs
  - Community Outreach, Listening and Activities Work Group
  - CM Miller, CM Smithwick and CS Molnar (due to CM Smithwick's absence during meeting) reported on the latest CCA meeting.
    - COLA update – next COLA will be held in February. It will target African American Men and will take place at BBE.
    - The needs assessment is temporarily on hold due to the departure of CS Asis.

- In 2014 and beyond, the committee will look at service categories within standards of care to parallel what the EHB work group is doing in order to inform the Council from HCAP not specific agencies.
- HCAP report - There were less complaints filed against dental. There were more complaints around housing and money management. Complaints against money management were expected due to the nature of that service.
- CM Ledford recommended that a RW consumer survey be passed out to people at different events to ensure on-going information gathering around issues.
- GPA
  - CM Supanich reported on the latest GPA meeting.
    - The Presentation Calendar for 2014 was mostly completed
    - The Health Care Reform TF's work is winding down.
      - Chinese Community Health Plan is no longer contracting with DPH. Healthy SF will be used in the meantime for those who want to maintain their providers.
    - The Committee reviewed presentation guidelines. No changes were made but good discussions were had around keeping guidelines in place for non-DPH presenters.
    - Cultural humility training was discussed and it was decided that it should be in conjunction with Sunshine Ordinance and Robert's Rules trainings.
      - Recommended that education about these be given during orientation in lieu of a Full Council presentation.
    - The Committee discussed best practices and standards of care.
      - The consensus was that these need to be examined more carefully by the Council, especially as ACA changes these categories.
      - If categories seem changed or unclear, those non-agency specific service categories could be invited to present at the Council to provide clarification.
- Membership
  - CM Hornby reported on the latest Membership meeting.
    - CM Lee was elected as the public greeter for February's Full Council meeting.
    - The Council Social will be held at Sugar Lounge sometime in February.
    - CM Smith decided to resign from the Care Council.
    - 3 members were up for renewals. CM Antonetty was approved and CM DiCrocco and CM Scarce were not approved.
    - RENEWALS
      - CS Molnar discussed the renewal process. The precedent previously set instructs that Steering upholds or denies renewals voted on in Membership.
      - CM Smithwick questions why CM DiCrocco and SM Scarce were not renewed.
      - The Membership Committee cited CM DiCrocco's attendance record.
        - CM DiCrocco spoke to his renewal application. Expressed changes to his schedule that will enable him to attend more meetings as well as his desire to remain on the Council.
    - Co-Chair Jewell asked a process question about whether or not members can be present during the vote.
      - Committee decided that members should step out before the vote.
        - CM Scarce discussed the Membership meeting. He spoke to the harsh tone of the Committee's discussion regarding his renewal after he stepped out of the room. Felt that it violated all the rules of respectful engagement.

- CM Scarce discussed his renewal application. He cited issues he has had with the Council as well as a desire to air to allow the Council to function effectively. He spoke to personal issues that have precluded him from attending meetings.
- CM Miller moved to approve renewal of CM DiCrocco. CM Hornby seconded.
  - VOTE – Motion passes. CM DiCrocco is renewed
- CM Ortega moved to discuss and vote on the renewal of CM Scarce at the Full Council. CM Scarce seconded.
  - VOTE – Motion does not pass.
  - Committee returns to the original motion to approve the recommendation that CM Scarce not be renewed.
    - A Yes vote is not to renew. A No vote is a no to the Membership decision which sends the renewal back to Membership.
      - VOTE - Motion passes. CM Scarce is not renewed for another term.
- PLWH Advocacy Group
  - CM Siron reported on the latest PLWH Advocacy Group meeting.
    - CM Supanich elected Co-Chair and CM Siron is up for re-election in February.
    - Meeting TBD – talked about scheduling a meeting after the Full Council.
- HIV Health Reform Task Force Update
  - Co-Chair announced that the complete update will be presented at the Full Council.
  - TF will continue to meet once a month due to the ACA rollout.

## 7. HIV Health Services Update

- Dean Goodwin provided the HHS update:
  - Spoke to the end of this fiscal year as a busy time due to contract modifications and renewals. Focusing on that as well as being short staffed. If slow to respond to email, may be easier to reach by phone.
  - Discussed the dissolution of DPH and Chinese Community Health Plan for covered CA.
    - Healthy SF will be maintained for HIV+ who are enrolled and seeing provider as of December last year. Allows patients to stay with current provider. They will receive a waiver to stay in Healthy SF for the year until DPH is able to negotiate with the providers. More information to come.
    - CS Cone spoke to the Healthy SF plan and questioned if there will be a tax penalty given that it is not an ACA insurance plan.
      - Dean Goodwin responded that those details are being looked at.
      - Co-Chair Lee - per information provided by Anne Donnelly – those that remain in Healthy SF will face tax of around \$94.
      - Decision is being made this way so clients can have continuity of care. Details to be worked out. DPH working hard to take care of clients.
      - CM Scherich questioned if emergency funds would be allowed to pay for this.
        - Co-Chair Jewell offered to look into this.
    - CS Molnar discussed having Dean Goodwin and Tracy Packer to present on the continuum of in February. This could replace the discussion about the merger.
      - Can serve as a way to educate everyone on entire continuum of care around HIV. Co-Chairs will meet about this on 1<sup>st</sup> Friday of month after HAPN meeting.

## **8. Questions for the HRSA Regional Director Herb Schultz**

- CS Molnar shared that Herb's assistant had been unresponsive to confirmation requests. Did confirm last year but no reconfirmation.
  - Dean Goodwin will forward request to Valerie, asking for follow up. Can ask questions on the fly at that meeting but questions could be generated to be asked in advance.
  - Dean Goodwin spoke to Herb Schultz approaching DPH to present. He wants to come.
- The Committee generated questions for discussion to be made available to Director Schultz in advance of his appearance before the Full Council this month.
  - Co-Chair Jewell – Explanation about the state of affairs of HRSA with changing scope of ACA.
  - CM Miller – What will happen to the 75/25 service category prioritization in light of ACA.
  - CM Supanich spoke to RW funding being allocated based on location someone tested positive, not where someone is living and receiving services. Requested more information on HRSA's formulary re: RW funding and inquired about fund allocation becoming prevalence based.
  - CM Siron – What is status of RW funding in congress
  - CM Ortega – Questioned whether HRSA is considering HIV a chronic disease and how that will affect future funding.

## **9. Essential Health Benefits Work Group**

- The Committee discussed the convening of the newly-formed EHB Work Group.
  - Co-Chair Lee spoke to following the model for HIV and Aging workgroup.
    - Elected 2 or 3 members of the Council to join plus Council staff as well as outside stakeholders. Parallel to the task force. The Council nominated and elected people to join.
  - CM Scherich asked about members volunteering to join work group.
  - CM Siron spoke to opening the work group to the community to include more people.
  - CM Supanich spoke to the importance of providing those on the workgroup with the ability to vote to make sure that an informed vote is made. Council members will be carrying the voice of the community.
  - CM Siron commented on the COE model. Opened up to the community. Any public meetings/groups or council meetings at large established quorum and Co-Chairs and allowed for members of community to be present.
    - The Committee decided to extend the discussion before making a recommendation. To be added to next Steering Agenda.
      - **Recommendation from Co-Chair Lee – the creation of EHB Work Group be the same or similar to HIV/Aging work group with regards to fixed votes.**
      - **Recommendation from CM Siron – Open up votes to the community, not just members of the Work Group.**

## **10. Review Full Council Agenda**

- The Committee reviewed the Full Council Agenda.

## **11. Next Meeting Dates & Agenda Items – VOTE**

The next Steering Committee meeting is tentatively scheduled for Thursday, February 13<sup>th</sup> 2014 at 25 Van Ness Conference Room 610 from 4-6pm.

## **12. Adjournment**

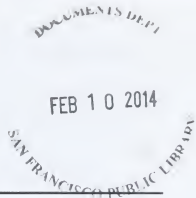
The meeting was adjourned at 6:00pm by Co-Chair Jewell.

Steering Committee





HIV Health Services Planning Council  
STEERING COMMITTEE  
Thursday, February 13<sup>th</sup> 2014  
HIV Health Services  
25 Van Ness, 3<sup>rd</sup> Floor Conference Room  
4:00 - 6:00 pm



**Draft Agenda**

- |  |            |
|--|------------|
| 1. Introductions   | Group 4:00 |
| 2. Review/Approve February 13 <sup>th</sup> 2014 DRAFT Agenda – VOTE | Group 4:02 |
| 3. Review/Approve January 16 <sup>th</sup> 2014 DRAFT Minutes – VOTE | Group 4:05 |
| 4. Announcements   | Group 4:07 |
| 5. Public Comment  | Group 4:10 |
| 6. Committee and Work Group Reports                                  | Group 4:15 |

*The Committee will discuss the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensure linkage of Committee activities to the Full Council.*

- Consumer and Community Affairs Update
  - Community Outreach, Listening and Activities Work Group
- Government and Provider Affairs Update
- Membership Committee Update
- PLWH Advocacy Group
- HIV Health Care Reform Task Force Update

- |  |                |
|--|----------------|
| 7. HIV Health Services Update                  | Bill Blum 4:40 |
| 8. Essential Health Benefits Work Group - VOTE | Group 4:55     |

*The Committee will continue the discussion regarding the parameters for the EHB Work Group.*

- |                                  |            |
|----------------------------------|------------|
| 9. Consumer Survey Review – VOTE | Group 5:25 |
|----------------------------------|------------|

*The Committee will review a general consumer survey developed by the CCA Committee.*

- |                           |            |
|---------------------------|------------|
| 10. Council Agenda - VOTE | Group 5:50 |
|---------------------------|------------|

*The Committee will review the agenda of the next full Council meeting.*

- |  |            |
|--|------------|
| 11. Next Meeting Dates & Agenda Items - VOTE | Group 5:55 |
|--|------------|

*The next Steering Committee meeting is tentatively scheduled for Tuesday, March 17<sup>th</sup> 2014 at 25 Van Ness 3<sup>rd</sup> Floor Conference Room from 4-6 pm.*

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**Steering Committee Mission Statement**

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HIV Health Services Planning Council  
STEERING COMMITTEE  
Thursday, February 13<sup>th</sup> 2014  
25 Van Ness, 6<sup>th</sup> Floor Room 610  
4:00-6:00 pm

GOVERNMENT  
DOCUMENTS DEPT

MAR 13 2014

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**Committee Members Present:** Wade Flores, Ken Hornby, Lee Jewell (Co-Co-Chair), Matthew Miller, Charles Siron, Chip Supanich

**Committee Members Absent:** Ron Hernandez [E], Mary Lawrence Hicks [E], Eric Sutter [E], Channing Wayne [E],

**Others Present:** Dean Goodwin [DPH HHS], Bill Ledford, Gabriel Ortega,

**Support Staff Present:** Ali Cone, Mark Molnar, Talia Roven

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### *Draft Minutes*

#### 1. Introductions

The meeting was called to order at 4:00pm by Co-Chair Jewell. Everyone introduced themselves and quorum was established.

#### 2. Review/Approve February 13<sup>th</sup> 2014 DRAFT Agenda – VOTE

The February 13<sup>th</sup>, 2014 DRAFT Agenda was reviewed and approved by consensus.

#### 3. Review/Approve January 16<sup>th</sup>, 2014 DRAFT Minutes – VOTE

The January 16<sup>th</sup>, 2014 DRAFT Minutes were reviewed, minorly amended and approved.

#### 4. Announcements

- Co-Chair Jewell announced that CM Thomas will not be renewing. Next Full Council meeting will be her last.
- Co-Chair Jewell announced he just returned from the Annual CAEAR Coalition meeting.
- CS Molnar reminded the Committee about the Council Social scheduled for March 10<sup>th</sup> from 5:30-7:30 at Sugar Lounge.

#### 5. Public Comment

- None.

#### 6. Committee and Work Group Reports

- The Committee discussed the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensured linkage of Committee activities to the Full Council.
- Consumer & Community Affairs
  - Community Outreach, Listening and Activities Work Group
  - CM Miller reported on the latest CCA meeting.
  - Nominations and vote for Co-Chairs. CM Miller was re-elected and CM Flores was elected as Co-Chair.
  - Brian Brophy did not make the meeting so no HCAP review.
  - Next COLA will be Thursday, February 27<sup>th</sup> at 5pm at BBE at SFAF on the 2<sup>nd</sup> floor. The pre-meeting took place yesterday to discuss details about the COLA.
  - CCA reviewed CM Ledford's consumer survey. Edits were made and the survey moved through other committees.

- **GPA**
  - CM Supanich reported on the latest GPA meeting.
  - Nominations and vote for Co-Chairs. CM Supanich was re-elected and CM Sutter was elected as Co-Chair.
  - Looked over the needs assessment survey and made changes and edits.
  - Reviewed and heavily edited Susan Shear's Power Point presentation due to duplicative data presented in the annual epi report by Henry Fisher Raymond.
    - CS Molnar discussed the need to gear the presentation to the Council. Post changes implemented by the CDC and only one or two slides fit the parameters.
  - 4 service categories of Care – CCA and GPA to review categories and decide if the Council needs review of certain categories.
    - CS Molnar provided context for the review. Looking at service categories for 2 reasons. 1) Education 2) CCA looks to see if members need updates on details. GPA focuses on if be follow up presentations are required from DPH or providers.
  - Next service category review will be on substance abuse and mental health.
- **Membership**
  - CM Siron reported on the latest Membership meeting.
  - Nominations and vote for Co-Chairs. CM Hornby was re-elected and CM Siron was elected as Co-Chair.
  - CM Ito and CM Soto requested and were reassigned to GPA.
  - Discussed CM Thomas's resignation.
  - Reviewed the demographic report. African American representation on the Council is very low. Latinos are also under represented. Membership will be working on recruitment.
- **PLWH Advocacy Group**
  - CM Siron discussed plans for an upcoming PLWH meeting.
  - A Doodle will be sent out with possible dates.
  - CS Cone announced that it will be sent to members of last years PLWH. If anyone wants to be added, please let staff know. Will be sent out to Full Council once date is chosen.
    - CM Flores and CM Miller requested being added to the list and the group.
- **HIV Health Reform Task Force Update**
  - Co-Chair Jewell announced the edits with the consumer FAQ were complete.
  - Tomorrow will be the last meeting with Carter as the administrator.
  - The Task Force will continue to meet monthly. Met with Barbara Garcia. Will provide more information at next Full Council meeting.
  - CS Molnar spoke to DPH's responsiveness to the task force. They decided to create their own work group in response to recommendations.

## 7. HIV Health Services Update

- Dean Goodwin provided the HHS update:
- Discussed meeting with the Health Care Reform Task Force.
- Bill Blum will report on dental providers meeting during the next Full Council.
- Waiting to hear from HRSA about Part A grant award.
  - CS Molnar spoke to Barbara Garcia's mention of positive news. DPH had its first balanced budget in a very long time. Eliminated 17 million to CBO's.
  - Co-Chair Jewell mentioned that cuts will continue to keep DPH in the black.

#### **8. HIV Alliance Sign-on Letter - VOTE**

- The Committee reviewed a letter from the HIV Alliance to determine if the Council will be a signatory.
- Co-Chair Jewell spoke to a long discussion at the CAERE Coalition meeting about this issue.
  - Blue shield and one other insurance carrier in Louisiana have opted to not accept third party payments that help PLWH with deductibles. This was particularly important for the low-income PLWH population. CAERE Coalition is very concerned this is something insurance companies will adopt country wide.
- CM Hornby moved to have the Council be a signatory. CM Miller seconded.
  - **VOTE – Motion passes.**

#### **9. Essential Health Benefits Work Group - VOTE**

- The Committee continued the discussion regarding the parameters from the EHB Work Group.
- CS Molnar spoke about the debut of the work group in March. Things won't happen until later this year. Mentioned to HAPN that it needs to be both Council members and stakeholders. Steering needs to determine functionality.
- Representational (Council Members to vote) or open work group.
  - The Committee discussed the COE work group as an example of an open group.
  - Those voted on as representatives have a responsibility to attend meetings and bring information back so they can represent Council voice.
  - CM Miller spoke to a preference for elected representatives because the content will be cumulative and information heavy. Having a set group allows for less backtracking and prevents as much coming and going of members.
  - CM Siron discussed experience on COE workgroup. Spoke to opening the group to entire provider network and RW consumers both on and off the Council. Functioned with voting as an open work group. Have more input and trust in process.
  - Co-Chair Jewell talked about his inclination to choose a representational model. Work group will be information and recommendation heavy. Council members and community members are welcomed for input but as far as voting, needs to be able to be more expedited.
- **CM Miller moved to have a representative format for the EHB workgroup. Co-Chair Jewell seconded.**
  - CM Miller spoke to experience on the collaborative planning workgroup. There were designated seats. Certain stakeholders can be representatives outside of Council members. Meetings will be open to public. Makes a difference to have mandated votes.
  - CM Supanich spoke in favor of the motion as long as we have concerted effort to reach out to consumers that are not on Council.
  - Co-Chair Jewell felt it was important to reach out from members of Prevention as well.
  - CM Flores spoke to concern about motion. When it comes to public, worry that provider recommendations would sway the vote.
  - CS Molnar discussed that if representative format passes, people outside workgroup would not have a vote. Questioned how many reps should be on this workgroup. Number could be paralleled by outside stakeholders so no votes are outnumbered.
  - CM Siron asked about the percentages of Council consumers and providers as reps.
  - CS Molnar – this can only be answered if representative model is approved. Steering can determine number of Council members and therefore other stakeholders who will be on workgroup. Can also mandate positive seats.
  - CM Ledford spoke in favor of the motion. Feels it allows for strong consumer voice.
  - CM Ortega spoke to maintaining the 33% positive representation mandated by HRSA on the workgroup.

- **VOTE - Motion passes unanimously.**
- The Committee discussed the parameters of the representative format
  - CM Miller spoke to the success of the mixed members of the collaborative work group: 7 from community, 7 from Council and 4 from DPH. Between 14 and 20 votes. Agreed about including Prevention members.
- The Committee decided that of 7 Council representatives, 4 should be PLWH.
- CS Molnar talked about the composition of the work group: 14 people from Care Council and HAPN, 2 people from DPH, 1 person from Prevention council and 1 from population health division. Total is 18 members.
- The Committee decided to allow CS Molnar to recruit members from outside of HAPN since 7 names weren't collected.

#### **10. Consumer Survey Review - VOTE**

- The Committee reviewed a general consumer survey developed by CCA.
- **CM Supanich moved to bring Consumer Survey to Full Council. CM Ledford seconded.**
  - **VOTE - Motion passes.**
- CM Wade questioned if the purpose of the survey had been discussed.
- CS Molnar spoke to the Full Council meeting as the opportunity to ask and answer these questions.
- Dean Goodwin requested clarification around question #6.
  - CS Molnar – See if Council priorities are parallel to priorities of community. Wanted to present best survey and that is why it has passed through all committees.

#### **11. Council Agenda – VOTE**

- The Committee reviewed the agenda for the next Full Council meeting.

#### **12. Next Meeting Dates & Agenda Items**

The next Steering Committee meeting is tentatively scheduled for Monday, March 17<sup>th</sup> 2014 at 25 Van Ness 3<sup>rd</sup> Floor from 4-6pm.

#### **13. Adjournment**

The meeting was adjourned at 5:00pm by Co-Chair Jewell.

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**Steering Committee**



HIV Health Services Planning Council  
STEERING COMMITTEE  
Thursday, March 17<sup>th</sup> 2014  
HIV Health Services  
25 Van Ness, 3<sup>rd</sup> Floor Conference Room  
4:00 - 6:00 pm

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***Draft Agenda***

- |   |            |
|---|------------|
| 1. Introductions  | Group 4:00 |
| 2. Review/Approve March 17 <sup>th</sup> 2014 DRAFT Agenda – VOTE     | Group 4:02 |
| 3. Review/Approve February 13 <sup>th</sup> 2014 DRAFT Minutes – VOTE | Group 4:05 |
| 4. Announcements  | Group 4:07 |
| 5. Public Comment   | Group 4:10 |
| 6. Committee and Work Group Reports                                   | Group 4:15 |

*The Committee will discuss the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensure linkage of Committee activities to the Full Council.*

- Consumer and Community Affairs Update
  - Community Outreach, Listening and Activities Work Group
- Government and Provider Affairs Update
- Membership Committee Update
- PLWH Advocacy Group
- HIV Health Care Reform Task Force Update
- Essential Health Benefits Work Group

- |  |                |
|--|----------------|
| 7. HIV Health Services Update            | Bill Blum 5:00 |
| 8. HIV Alliance Budget Priorities - VOTE | Group 5:20     |

*The Committee will review the budget priorities recommendation document from the HIV Alliance and determine if the Council will be a signatory onto this document.*

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|--------------------------------------|------------|
| 9. Policy & Procedures Update - VOTE | Group 5:30 |
|--------------------------------------|------------|

*The Committee will review two policies updated at the recent Membership Committee.*

- |                           |            |
|---------------------------|------------|
| 10. Council Agenda - VOTE | Group 5:50 |
|---------------------------|------------|

*The Committee will review the agenda for the next full Council meeting.*

*The next Steering Committee meeting is tentatively scheduled for Monday, April 21<sup>st</sup> at 25 Van Ness 3<sup>rd</sup> Floor Conference Room from 4-6 pm.*

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### **Steering Committee Mission Statement**

***The primary responsibility of the Steering Committee is to oversee the work of all of the Council's active committees and ad hoc committees, as well as interface with representatives from the Department of Public Health HIV Health Services office.***

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The Steering Committee of the HIV Health Services Planning Council is made up primarily of the co-chairs of the Council's other committees and at-large members. The primary responsibility of the Steering Committee is to oversee the work of all of the Council's active committees and ad hoc committees, as well as interface with representatives from the Department of Public Health HIV Health Services office; it is also responsible for creating and finalizing the agenda for the upcoming Council meeting.

*Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.*

HIV Health Services Planning Council  
730 Polk Street, 3<sup>rd</sup> Floor, San Francisco, CA 94109  
San Francisco Department of Public Health, HIV Health Services Office  
25 Van Ness Avenue, 5th Floor, San Francisco, CA 94102

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### **Know Your Rights under the Sunshine Ordinance**

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HIV Health Services Planning Council  
STEERING COMMITTEE  
Thursday, March 17<sup>th</sup> 2014  
25 Van Ness, 6<sup>th</sup> Floor Room 610  
4:00-6:00 pm

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**Committee Members Present:** Kenneth Hornby, Lee Jewell (Co-Chair), Matthew Miller, Gabriel Ortega, Charles Siron, Michael Smithwick, Eric Sutter

**Committee Members Absent:** Wade Flores [E], Ron Hernandez [E], Mary Lawrence Hicks (Co-Chair) [E], Bill Ledford [E], Channing Wayne (Co-Chair) [E]

**Others Present:** Celinda Cantu, Bill Blum

**Support Staff Present:** Ali Cone, Mark Molnar, Talia Roven

### *Draft Minutes*

#### 1. Introductions

The meeting was called to order at 4:05pm by Co-Chair Jewell. Everyone introduced themselves and quorum was established.

#### 2. Review/Approve March 17<sup>th</sup> 2014 DRAFT Agenda – VOTE

The March 17<sup>th</sup>, 2014 DRAFT Agenda was reviewed and approved by consensus.

#### 3. Review/Approve February 13<sup>th</sup>, 2014 DRAFT Minutes – VOTE

The February 13<sup>th</sup>, 2014 DRAFT Minutes were reviewed, minorly amended and approved.

#### 4. Announcements

- Celinda Cantu announced that DPH HHS have been put on a new email system. Old emails are read only if you can get to them and new ones have not transferred. It will take between now and end of month to get everything back on track.
- CS Molnar announced that Dave Jordan has been hired as Community Services Manager. He will be in charge of orientation, training, evaluations and targeted needs assessments.
- CS Molnar announced CS Roven will be leaving the Council. Currently interviewing for a replacement.

#### 5. Public Comment

- None.

#### 6. Committee and Work Group Reports

- The Committee discussed the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensured linkage of Committee activities to the Full Council.
- Consumer & Community Affairs
  - Community Outreach, Listening and Activities Work Group
  - CM Miller reported on the latest CCA meeting.
  - Announced latest COLA update. Data will be available next month. Secondary update with providers at API wellness. Significant overlap between providers and consumers. Received feedback from both.



- Starting next month, providers and consumers will provide feedback side by side rather than waiting a month.
- Next needs assessment will target MSM users of crystal meth. Work group will convene in April.
- HCAP report review. Less dental issues than in the past. Housing remains a very big issue, currently trumping dental.
- The Committee reviewed standards of care for hospice and therapeutic monitoring. Next month standards of care for Home Healthcare and Community Based Home Healthcare will be reviewed.
- CM Ortega questioned why the letter he presented from Jorge Zepeda was not addressed. Wants to assess new issues arising with HIV clients through a town hall meeting. Wants to hear Latino voice/concerns in the community.
  - CS Molnar requested CM Ortega read the letter to the committee.
  - Expressed ambiguity around what can be done by Council. CS Molnar received letter and will discuss.
  - In upcoming meetings, CCA will address new targets for COLA sessions. Discussing letter fits into parameters of CCA. Will speak to Jorge Zepeda about current needs as well as experience with COLA targeting Latino MSM.
- GPA
  - CM Sutter reported on the latest GPA meeting.
  - The Committee reviewed Loren Meissner's presentation on HIV and Aging. Presentation was sent back to him with feedback he eliminate information on Chicago, focusing on a brief overview followed by recommendations relevant to EMA.
  - Looked at different ways GPA can serve Council beyond reviewing presentations. Comprehensive plan and grantee assessment of contract fulfillment and payment.
  - Reviewed standards of care for substance abuse and mental health. Next month, the committee will look at dental.
- Membership
  - CM Siron reported on the latest Membership meeting.
  - Renewal approval of CM Smithwick and CM Sutter by Full Council were recommended.
  - CM Gatewood and CM Penagos are resigning from the Council. Marks a trend in the loss of provider voice.
  - Low Council membership was discussed. Currently 29 people serve on Council (27 without new members). Long time since it's been this low. Total capacity is 40. Membership will be heavily recruiting with Dave Jordan to boost numbers, particularly African Americans, Latinos, and women.
    - CM Smithwick asked if there is a minimum number.
    - CM Siron – There is not.
  - Discussed the importance of being familiar with policy and procedure.
  - Reminded the Council that only CS Molnar and 3 Council Co-Chairs are allowed to address media. Procedure is that any inquiries be addressed to them.
  - CM Ortega spoke to Council by-laws. Did not receive explanation of this during orientation. Requested that Dave Jordan make sure to train new members on policy and procedure.
    - CM Siron – Members have mentors as well. If mentors are not working, people are free to consult with other members and Co-Chairs.
- PLWH Advocacy Group



- CM Siron discussed plans for an upcoming PLWH meeting on Wednesday, April 19<sup>th</sup> from 3-5pm.
- Talked about plans for a PLWH social. Include partners and guests. Council budget will not be used for event.
- CM Hornby discussed the group will be discussing the points to consider regarding resistance to merging. Importance of maintaining a body that is a community council with an active consumer voice.
- HIV Health Reform Task Force Update
  - Co-Chair Jewell announced the completion of edits with the consumer FAQ.
  - No updates at this point. There will probably be a meeting next month. Proposals were all answered by DPH.
  - EHB workgroup is meeting at SFAF in swing space on March 26<sup>th</sup> from 3-5pm. Group will be determining scope of work and electing Co-Chairs.

## 7. HIV Health Services Update

- Bill Blum spoke to recommendations of Healthcare Reform Task Force to establish a high level of expertise with benefits counseling. Award letter sent to PRC and they are in the process of finalizing contract with DPH.
  - Any questions about the Healthy SF waiver, Healthcare exchange and different medals, wrap around services that come from OA-HIPP Health insurance payment program and comparisons of commercial products in terms of formularies available can be directed to PRC.
- RW Part D is going away. One of 5 titles geared toward programs that provided to women, children, infants and youth. Due to the fact that pre-natal transmission is down, thought was that the program has already been successful. Doesn't mean reduction of funds but rolling D into C, augmenting by 3 million dollars. Not clear whether that means it will be more or less money. The agencies that formerly served these populations will no longer receive categorical funding for these services.
- Within SF, Part C is partly granted by DPH. This is not usual. DPH took a piece of it over when one of the agencies went out of business. Other part of funding goes through Clinic Community Consortium which is a group of community FQHC's as well as DPH FQHC's. At some point there will be a conversation about how groups will merge efforts or not and who will apply. Shortening of fiscal year for Part D folks. In June of next year they expire. End of Fall is when RFP will come out. Even though you don't have prevue over C and D, still important to look at whole network of care.
  - CM Ortega – With regards to Part D, there has to be women out there who do not fall under this program. During the last COLA, it was mentioned that African American women in SF are becoming infected at a very high rate. This was of very great concern.
  - Bill Blum spoke to Women's CoE funded through RW Part A. We made sure that the funding was proportional to the demographic to ensure that those that need to be covered get that coverage.

## 8. HIV Alliance Budget Priorities - VOTE

- The Committee reviewed a letter from the HIV Alliance to determine if the Council will be a signatory.
- Two documents were presented asking the Council to sign on.
- The areas in bold next to the bullet points isolate what is being asked for. Italics provide context as well.
- The "Dear Katie" letter from Anne Donnelly was presented to the committee. "Katie" works with Covered CA.
- CM Miller moved to sign both recommendations in the early stages. CM Hornby seconded.

- Co-Chair Jewell – This is work the TF has been aware of. These letters will go a long way to get people coverage.
  - **VOTE – Motion approved unanimously.**

#### **9. Policy and Procedures Update – VOTE**

- CS Molnar presented 2 policies to the committee.
- CS Molnar spoke to “Membership Renewals”. Discussed edits.
  - **VOTE on updated policy of “Membership Renewal” – Approved unanimously.**
  - **VOTE on “Application, Interview and appointment” – Approved unanimously.**

#### **10. Council Agenda – VOTE**

- The Committee reviewed the agenda for the next Full Council meeting.
- CS Molnar talked about renewal applicants needing to be interviewed by Nicole Wheaton.
  - CM Sutter – Is there a precedent for involvement with council membership.
  - CM Siron – Not with renewals. Council has policy and procedure. This is a shift.
  - Celinda Cantu – Mayor’s office has always had the ability to interview new members. If not, council becomes self appointing and will no longer be a legislative body. We have asked if this is part of the justification for this. There is a lot of reorganization happening with ACA. These two will be the first two renewals.
  - CS Molnar spoke to Nicole Wheaton’s process of learning council member perspectives as well as sharing the Mayor’s perspective on issues with council members.
- CM Sutter questioned if there would be enough time for the consumer survey discussion. Mentioned that there was a fair amount of conversation around this. Want to make sure this is respected as an agenda item.
- Co-Chair Jewell – Will mention to Co-Chairs so we can keep an eye on time.

#### **11. Next Meeting Dates & Agenda Items**

The next Steering Committee meeting is tentatively scheduled for Monday, March 17<sup>th</sup> 2014 at 25 Van Ness 3<sup>rd</sup> Floor from 4-6pm.

#### **12. Adjournment**

The meeting was adjourned at 5:00pm by Co-Chair Jewell.

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Steering Committee

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HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday, April 21<sup>st</sup> 2014  
HIV Health Services  
25 Van Ness, 3<sup>rd</sup> Floor Conference Room  
4:00 - 6:00 pm

### ***Draft Agenda***

- |  |                |
|--|----------------|
| 1. Introductions   | Group 4:00     |
| 2. Review/Approve April 21 <sup>st</sup> 2014 DRAFT Agenda – VOTE  | Group 4:02     |
| 3. Review/Approve March 17 <sup>th</sup> 2014 DRAFT Minutes – VOTE | Group 4:05     |
| 4. Announcements   | Group 4:07     |
| 5. Public Comment  | Group 4:10     |
| 6. HIV Health Services Update                                      | Bill Blum 4:15 |
| 7. Committee and Work Group Reports                                | Group 4:45     |

*The Committee will discuss the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensure linkage of Committee activities to the Full Council.*

- Consumer and Community Affairs Update
  - Community Outreach, Listening and Activities Work Group
  - Needs Assessment Work Group
- Government and Provider Affairs Update
- Membership Committee Update
- PLWH Advocacy Group
- HIV Health Care Reform Task Force Update
- Essential Health Benefits Work Group

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|---|------------|
| 8. Eligibility Criteria/Severe Need & Special Populations Definitions Update - VOTE | Group 5:30 |
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*The Committee will review the updated Eligibility Criteria.*

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| 9. Council Agenda - VOTE | Group 5:50 |
|--------------------------|------------|

*The Committee will review the agenda for the next full Council meeting.*

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|--|------------|
| 10. Next Meeting Dates & Agenda Items - VOTE | Group 5:55 |
|--|------------|

*The next Steering Committee meeting is tentatively scheduled for Monday, May 12<sup>th</sup> at 25 Van Ness 3<sup>rd</sup> Floor Conference Room from 4-6 pm.*

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|-----------------|------------|
| 11. Adjournment | Group 6:00 |
|-----------------|------------|

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THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT  
HIV Health Services Planning Council Offices, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.



HIV Health Services Planning Council  
STEERING COMMITTEE  
Thursday, April 21<sup>st</sup>, 2014  
25 Van Ness, 6<sup>th</sup> Floor Room 610  
4:00-6:00 pm

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**Committee Members Present:** Ron Hernandez, Mary Lawrence Hicks (Co-Chair), Kenneth Hornby, Lee Jewell, Bill Ledford, Matthew Miller, Charles Siron, Michael Smithwick, Chip Supanich.

**Committee Members Absent:** Wade Flores [E], Gabriel Ortega [E], Eric Sutter [E], Channing Wayne [E]

**Others Present:** Celinda Cantu, Bill Blum

**Support Staff Present:** Ali Cone, Jennifer Cust, Dave Jordan, Mark Molnar

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### *Draft Minutes*

#### 1. Introductions

The meeting was called to order at 4:02 pm by Co-Chair Jewell. Everyone introduced themselves and quorum was established.

#### 2. Review/Approve April 21<sup>st</sup>, 2014 DRAFT Agenda – VOTE

The April 21<sup>st</sup>, 2014 DRAFT Agenda was reviewed and approved by consensus.

#### 3. Review/Approve March 17<sup>th</sup>, 2014 DRAFT Minutes – VOTE

The March 17<sup>th</sup>, 2014 DRAFT Minutes were reviewed, amended and approved.

#### 4. Announcements

- CM Hornby announced that the LTCCC is going to come up with a policy in regards to HIV and aging.
- CM Smithwick announced the upcoming Budget Hearing at City Hall on May 7<sup>th</sup> at 1:00pm. Supervisors will be discussing backfill funding for Ryan White and HOPWA among other things.

#### 5. Public Comment

- None.

#### 6. HIV Health Services Update

- Celinda Cantu announced that the DPH is starting to work on the moving pieces of budget, while waiting for the real numbers for the shift in health coverage, as well as the annual award amount. Once the numbers are clear, they can work on budget more concretely.
- Celinda Cantu clarified the work being done to collect data and numbers in regards to shifts in health coverage. Not only is the DPH trying to look at the numbers from people who were covered by Ryan White and now covered by ACA, but also if people have paid first premium and if they are using health insurance. Collecting data and sorting out numbers will be an ongoing process, as it is a large shift.
- Celina Cantu announced that the RSR data scheme for 2014 has been released and will probably roll out in July, but may not work 100% until September. She prepared providers to collect data via paper, if the database isn't working 100% by July. She explained that from 2010-2013 there had been really accurate data, but with the health coverage transition, 2014 will be a hard year to stay so accurate. She doesn't anticipate SF will have a huge problem with data, because if the information is not in

Aries, there are clinical reports to back it up etc. She anticipates all issues will be resolved within the year.

- Celinda Cantu discussed the state report. There has been a lot of conferencing and additional screening for ADAP. There is significant emphasis on making sure everyone is aware of ACA. People have been asked to sign documents acknowledging that failure to sign up for ACA will result in penalties, new timelines and ADAP coverage may be limited. If you qualify for medical expansion, you have to apply for ACA before ADAP is covered. Some people will get extension, if the application process is still pending.
- CM Smithwick asked Celinda if she knew when March will be encumbered and when agencies can anticipate payment for units of service they delivered last month.
  - Celinda- they should be going through that process now. Usually encumbrances only take 2 to 3 weeks. If it's a contract certification because it's a new contract, that's a 6 week timeline.

## **7. Committee and Work Group Reports**

- The Committee discussed the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensured linkage of Committee activities to the Full Council.
- Consumer & Community Affairs
  - Co Chair Miller announced:
    - Black Brothers Esteem report has not yet come in but they will report on that next month.
    - Have not yet set up needs assessment (MSM Users of Crystal Meth) workgroup
      - CS Jordan- due to scheduling with providers, it will most likely happen next week.
    - Committee looked at HIV advisory report. There didn't seem to be any new trends.
- GPA
  - CM Supanich announced that GPA started reviewing comprehensive plan to make sure the council is keeping up with goals for the 3 year plan.
    - CS Molnar explained that GPA decided to take on comprehensive plan instead of just looking at it during the summit. There is no real rush to have a steering retreat, because of GPAs work.
  - CM Supanich- GPA decided not to have a new dental presentation, but instead to have Bill provide updates on dental.
    - Bill Blum clarified that he would be giving quarterly updates.
  - Co-Chair Hicks provided a therapeutic monitoring update, explaining that people on medical are covered, but those not eligible for medical will still need funding. We may not need as much funding as in the past, but will no more once health coverage transition numbers are clear. Also, trend wise, few people are needing therapeutic monitoring, as prescription regimes are working better.
    - CM Jewell- there are still some needy cases that doesn't qualify for medical access.
- Membership
  - CM Hornby reported:
    - The committee looked over a couple new applications and both applicants are set to interview at the next meeting.
    - CM Channing and CM Newell were renewed.
    - The committee reviewed Marissa's exit interview.

- CM Molnar- It was a robust exit interview. Many strong thoughts both positive and negative. The Membership Committee gave it the appropriate amount of time.
  - CM Jewell- this is a useful tool for new ideas as to how the council operates. It would be great to have a way to use these ideas and have a tool to make recommendations.
- PLWH Advocacy Group
  - CM Siron reported:
    - PLWH discussed their upcoming social.
    - PLWH also discussed the Care and Prevention council's potential merge plans in regards to the council seats, policy and procedures and how they might merge. The merge plan is ongoing work for the group.
      - CS Molnar- the main discussion was the gaps that were found in merging the council cohesively and the issues that were brought up from people who voted against the merge. The group looked at what the council might look at, using a visualization.
      - CS Molnar added that the PLWH group sent out invitations to the Prevention Council to attend the last meeting, but none of the members were able to attend. They will continue to invite the Prevention Council for work on the potential merge plans.
      - Bill Blum- Prevention wants to support this work, so if there were no attendance, it was most likely because of scheduling.
      - CS Molnar- There could also be possible feelings of discomfort for negative prevention members when attending a PLWH work group, so the Prevention Council will also be invited to other committee meetings where merge plans are being discussed.
      - CS Molnar- Chip came up with a broad strokes plan to look at non-negotiable components for both prevention and care. Motions would be coming out of the June meeting. Having members from the Prevention Council at the next meeting is important, as motions will start coming in June. This will give us time to make decisions before the topic comes back up at the main meeting.
      - CS Molnar- wants to thank Charles and Chip for the leadership on this topic.
- HIV Health Reform Task Force Update
  - CM Hicks reported:
    - The meeting had several people from Positive Resource Center were in attendance. PRC hired someone just to navigate healthcare, which was a recommendation made by the task force. PRC will be hosting an event for Equal Access to healthcare reform.
    - The next thing the task force will be focusing on is the issue of the State Office of AIDS managing the OA HIPP program, but not having enough bandwidth. The concern is that the people who signed up for OA HIPP, didn't have premiums paid for Covered CA, so they got disenrolled.
    - OA HIPP is a program for people who wanted to be enrolled in covered CA, but couldn't afford premiums.
    - The taskforce decided to some advocacy around this issues, to try and help get the net tighter and make sure people don't fall through the cracks.



- Bill Blum- one of the other recommendations from the task force is a convening of an internal group formed by DPH to overlook monitoring of the transition from Ryan White to ACA and make sure HIV+ aren't falling through the cracks. This will be happening next month.
- Essential Health Benefits Workgroup
  - CM Jewell announced that the EHB workgroup started to frame what the group wants to look at, moving forward.
  - CS Molnar announced the next meeting will be next Wednesday, April 30<sup>th</sup> from 3:00- 5:00pm at the Aids Foundation Swing Space.
  - CS Molnar discussed that the group will be looking at priorities and possibly eliminating items before they start making recommendations. Andy Scheer will be bringing someone from Mental Health to contribute to the workgroup.
  - CM Siron asked Jolene from PRC to bring a presentation back to the next EHB workgroup about the EAHF program and see what they're doing around benefits navigation and counseling.
  - CS Molnar- next meeting we will also be looking at goals from COLAS and needs assessment, and other committee and council meetings.
  - Bill Blum- an item that might be helpful to the group, is to look at the service utilization levels for each different category of service.
  - CS Molnar foresees the group working on tiered recommendations on what to do with carry forward funds.
  - Bill Blum –The group decided to stay the course until you saw utilization data.

#### 8. Eligibility Criteria/Severe Needs & Special Populations Defections Update- VOTE

- CS Molnar reported on the "Eligibility Criteria, Severe Need, and Special Populations Definition document":
  - The 2014 population levels have shifted.
    - In 2014, low income, defined as an annual federal adjusted gross income equal to or less than 400% of the Federal Poverty Level, is **\$46,680** for one person.
    - In 2014, poverty, defined as an annual federal adjusted gross income equal to or less than 150% of Federal Poverty Line, is **\$17,505** for one person and **\$23,595** for two people.
    - CS Molnar spoke to the group's discussion about including new special population around viral age. In the end, the group decided not to add, "Viral age" as a special population, but to keep it as something to think about.
      - CM Ledford asked how it was decided that 400% of FPL would be the definition low income.
      - Celinda Cantu- 400% was a combo of HAPWA and ADAP criteria and is a very good average for the needs assessment of HIV services across the board.
  - The council discussed the importance of special populations and how they are used for decision making, target populations for COE and for RFPs when contracting out for additional needs.
    - CM Jewell how is LTCCC addressing this?
      - CM Hornby- Nothing so far but that is why I am bringing this up at the LTCCC. I'll know more after the next meeting.
  - CM Miller- addressed the topic of viral age and how it would be important to include in this group as a special population.



- The council had a robust conversation about the viral age group and how it could be addressed.
  - CM Jewell- How can we survey people like this? Maybe COLA. If surveying this population is possible, maybe a COLA would be a good way to start. The council seemed to like the idea, but it was about timing.
  - CM Ledford- Agreed with Matthew and thought defining a longer viral age, as being diagnosed for 10+ would include all of the symptoms from early HIV drugs.
  - CS Molnar- The appropriate place might be a full needs assessment, next year. It provides the actual data for council to see it as a special population. It would be a very exciting needs assessment. The topic should be assessed at the next CCA meeting.
  - CM Supanich- maybe we should consult with Ted Anderson as a way to access this population. There are several hundred longtime survivors.
  - CM Smithwick explained that an older viral age population would be a hard group to define, as we don't know everyone's seroconversion date and when they started receiving services, as much of the testing was anonymous or they may have had the disease for a while before testing. Maybe if we looked when people started taking meds?
  - CM Hicks- Maybe the population should be those who have struggled with treatment, rather than trying to date it. Find some way to group people together who have had adverse effects to meds.
  - CM Ledford- also people who have HIV for a long time, might also deal with other diseases such as cancer etc.
  - CM Siron- the council decided to take off co-morbidity it was a full length discussion.
  - CS Jordan- we don't need to necessarily wait for the current needs assessment to be over, to start defining the target population.
    - CS Cone- It could be possible to look at cross sections in our current needs assessment. We could put that in the current needs assessment.
  - Celinda Cantu- RSR and HERSA are beginning to drop "year of first diagnosed". On a national scale, they decided to drop it because there isn't a reliable national database.
- Celinda Cantu suggested changing the poverty level to 138% of FPL instead of 150%, as that is how the expanded Medical is defining it now.
  - The council discussed how changing the poverty level to match medical would be helpful with data.
- CM Siron moved to change poverty level from 150% to 138% in the Severe Needs Population.
  - CM Hornby seconded
  - VOTE – Approved unanimously.

## 9. Council Agenda – VOTE

- CS Molnar introduced the draft agenda.
  - Agenda #15 will be named once Brian DiCrocco gives the new name for update.

## 10. Next Meeting Dates & Agenda Items- VOTE

The next Steering Committee meeting is scheduled for May 12<sup>th</sup>, 2014 at 25 Van Ness 3<sup>rd</sup> Floor from 4-6pm.

## 11. Adjournment

The meeting was adjourned at 5:28pm by Co-Chair Hicks.





HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday, May 12<sup>th</sup> 2014  
HIV Health Services  
25 Van Ness, 3<sup>rd</sup> Floor Conference Room  
4:00 - 6:00 pm

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***Draft Agenda***

- |  |                |
|--|----------------|
| 1. Introductions   | Group 4:00     |
| 2. Review/Approve May 12 <sup>th</sup> 2014 DRAFT Agenda – VOTE    | Group 4:02     |
| 3. Review/Approve April 21 <sup>st</sup> 2014 DRAFT Minutes – VOTE | Group 4:05     |
| 4. Announcements   | Group 4:07     |
| 5. Public Comment  | Group 4:10     |
| 6. HIV Health Services Update                                      | Bill Blum 4:15 |
| 7. Committee and Work Group Reports                                | Group 4:30     |

*The Committee will discuss the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensure linkage of Committee activities to the Full Council.*

- Consumer and Community Affairs Update
  - Community Outreach, Listening and Activities Work Group
  - Needs Assessment Work Group
- Government and Provider Affairs Update
- Membership Committee Update
- PLWH Advocacy Group
- HIV Health Care Reform Task Force Update
- Essential Health Benefits Work Group

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|--------------------------|------------|
| 8. Council Agenda - VOTE | Group 5:30 |
|--------------------------|------------|

*The Committee will review the agenda for the next full Council meeting.*

- |   |            |
|---|------------|
| 9. Next Meeting Dates & Agenda Items - VOTE | Group 5:55 |
|---|------------|

*The next Steering Committee meeting is tentatively scheduled for Monday, June 16<sup>th</sup> 2014 at 25 Van Ness 3<sup>rd</sup> Floor Conference Room from 4-6 pm.*

- |                 |            |
|-----------------|------------|
| 10. Adjournment | Group 6:00 |
|-----------------|------------|

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### **Steering Committee Mission Statement**

***The primary responsibility of the Steering Committee is to oversee the work of all of the Council's active committees and ad hoc committees, as well as interface with representatives from the Department of Public Health HIV Health Services office.***

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*Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.*

HIV Health Services Planning Council  
730 Polk Street, 3<sup>rd</sup> Floor, San Francisco, CA 94109  
San Francisco Department of Public Health, HIV Health Services Office  
25 Van Ness Avenue, 5th Floor, San Francisco, CA 94102

*The meeting facility is wheelchair accessible. The closest accessible BART Station is Civic Center, three blocks from City Hall. Accessible MUNI lines serving this location are: #47 Van Ness, and the #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142. There is accessible parking in the vicinity of City Hall at Civic Center Plaza and adjacent to Davies Hall and the War Memorial Complex.*

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THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT

HIV Health Services Planning Council Offices, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.



HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday, May 12<sup>th</sup>, 2014  
HIV Health Services  
25 Van Ness, 3<sup>rd</sup> Floor Conference Room  
4:00-6:00 pm

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**Committee Members Present:** Kenneth Hornby, Lee Jewell (Co-Chair), Bill Ledford, Matthew Miller, Gabriel Ortega, Charles Siron, Chip Supanich, Eric Sutter

**Committee Members Absent:** Wade Flores [E], Mary Lawrence Hicks [A], Michael Smithwick [A], Channing Wayne [A]

**Others Present:** Celinda Cantu [DPH HHS]

**Support Staff Present:** Ali Cone, Jennifer Cust, Dave Jordan, Mark Molnar

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### *Draft Minutes*

#### 1. Introductions

The meeting was called to order at 4:07pm by Co-Chair Jewell. Everyone introduced themselves and quorum was established.

#### 2. Review/Approve May 12<sup>th</sup>, 2014 DRAFT Agenda – VOTE

The May 12<sup>th</sup>, 2014 DRAFT Agenda was reviewed and approved by consensus.

#### 3. Review/Approve April 21<sup>st</sup>, 2014 DRAFT Minutes – VOTE

The April 21<sup>st</sup>, 2014 DRAFT Minutes were reviewed, amended and approved.

#### 4. Announcements

- Celinda Cantu announced the Training for Consumers on Quality at the Oakland Convention Center, May 20<sup>th</sup> and 21<sup>st</sup>.
- CS Molnar announced that the Full Council meeting has been moved up a week, it is now May 19<sup>th</sup> at the Foundation. Next Wednesday is PLWH Advocacy Group from 3:00-5:00 and 25 Van Ness and Wednesday after that is EHB Workgroup from 3:00-5:00 at the Foundation Swing Space.
- Co-Chair Jewell announced the Mayor is releasing his budget and there will be a call for HIV/AIDS stakeholders. CS Cone will send out the information, in case anyone from the committee wants to sit in on the call.

#### 5. Public Comment

- None.

#### 6. HIV Health Services Update

- Celinda Cantu provided HIV Health Services Updates:
  - Bill Blum and Deane Goodwin are working with the Mayor's Office around the budget.
  - Bill Blum will not be able to attend the upcoming dental meeting and will likely have to postpone the council report back until June.

- The Mayors Office made a commitment to filling the entire 2.7 million of Ryan White Part A&B cuts. Solid figures are not determined yet, but DPH HHS will be presenting a budget on how things will be allocated.

## 7. Committee and Work Group Reports

- The Committee discussed the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensured linkage of Committee activities to the Full Council.
- Consumer & Community Affairs
  - CM Miller updated the committee on CCA:
    - The HCAP report was postponed until next month.
    - CCA selected the next four COLAS: Those living in SROs, Previously Incarcerated, Transgendered Latina Women, Women/Children and Families.
  - CS Jordan updated the committee on the Needs Assessments on MSM Users/Formers Users of Crystal Meth. He is still waiting on a few providers' responses in order to schedule the first planning meeting.
  - CM Miller noted that CCA looked over the Dental Standards of Care.
- GPA
  - CM Sutter announced that GPA has yet to meet, and will meet May 13<sup>th</sup>.
- Membership
  - CM Siron updated the committee on the Membership meeting:
    - There is an upcoming meeting with the Membership Co-Chairs, the Director of the Council and Nicole Wheaton from the Mayor's Office to discuss renewal dates. There is a discrepancy between the date a member was appointed by the council, and the date the Mayors Office approved the appointment. They will determine which date to use for renewals.
    - The two upcoming renewals will be postponed until after meeting to determine the accurate date.
    - Norman Tanner was interviewed at the last meeting. The decision on the applicant's approval will be made at the next meeting, after references have been checked.
    - There has been discussion about the facilitation of meetings and council members speaking for an extended period of time or getting off topic. The committee discussed the possibility of time limit policy or just better facilitation training and practice.
      - CS Molnar spoke to the facilitation issues and noted that CS Jordan sent out a survey to assess desired trainings and facilitation was number 1. This current topic would perfectly align with the upcoming training
      - CM Ortega noted that co-chairs could apply the rules of engagement to facilitate discussion.
  - CM Sutter asked if there were targeted outreaches happening for membership?
    - CS Siron- only for the two targeted demographics, African Americans and providers, both which are lacking from the council.
  - CS Jordan spoke to the fact that Membership decided to formalize questions when checking references for new members and they also decided to have the references checked before the applicant is discussed.
    - CS Molnar noted that Membership felt that having the references before the interview process would give them more information for discussion.

- PLWH Advocacy Group
  - CM Supanich updated the committee on PLWH. The group spent most of the meeting going over points of contention for possible merger plan. The group will be looking at non-negotiable items from both councils before any motions are brought to the table.
  - CS Molnar noted that all of the motions will need to be generated by June, so that they can go to all of the committees before the Full Council.
  - CM Hornby spoke to the fact that PLWH has extended an invite to Prevention to join in this collaborative work.
- HIV Health Reform Task Force Update
  - CS Molnar announced that the last meeting was cancelled.
- Essential Health Benefits Workgroup
  - CS Molnar updated the committee on the EHB workgroup:
    - The workgroup received a number of updates.
    - The workgroup reviewed consumer's priorities by looking at COLAs and Needs Assessments data. The top 5 or 6 issues were consistent among all the groups.
    - Next month the workgroup will be working on recommendations for a tiered system of funds, if some funds are freed up. The tiers will be in percentages and not dollar amount, as the actual number is not known yet. The final recommendations will need to be done by June.

## 8. Council Agenda- VOTE

- CS Molnar spoke to the fact that the council meeting will likely be short, as two presentations have dropped out from the agenda. There will be a report back from Shanti, State Office of AIDS report, and Celinda's DPH HHS presentation.
- CS Molnar asked the council if the meeting should be short and just include snacks instead of a full dinner break.
  - CM Siron spoke in favor of ending early and not having the usual dinner break.
  - CM Sutter also favored not having a dedicated dinner break.
  - CM Miller asked if there was anything pending that has been pushed back that could be included in the meeting.
    - CS Molnar responded that there is a few things from various committees that still need to be discussed at the committee level and are not quite ready for the Full Council meeting. GPA decided to have the review of Roberts Rule of Order and Cultural Humility, two items that had been pushed back, be trainings within the committees, instead of presented at the Full Council Meeting. July, August and September will be fuller meetings.
  - CM Ortega suggested leaving time for open discussion and a time for questions after the structured meeting.
    - CM Jewell suggested having an unstructured meeting seemed difficult to manage as a co-chair. He would like to have knowledge of the topics prior to the meeting.
  - CM Ledford made a motion to have a shortened Full Council meeting, with snacks and no dinner break. CM Sutter seconded.
    - VOTE: Motion passed to have a shortened Full Council Meeting, with snacks and no dinner break.

## 9. Next Meeting Dates & Agenda Items- VOTE

The next Steering Committee meeting is scheduled for Monday June 16<sup>th</sup>, 2014 at 25 Van Ness 3<sup>rd</sup> Floor Conference from 4-6pm.

**10. Adjournment**

The meeting was adjourned at 4:40pm by Co-Chair Jewell.

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HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday, June 16<sup>th</sup> 2014  
HIV Health Services  
25 Van Ness, 3<sup>rd</sup> Floor Conference Room  
4:00 - 6:00 pm

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### *Draft Agenda*

1. Introductions Group 4:00
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4. Announcements Group 4:07
5. Public Comment Group 4:10
6. HIV Health Services Update Bill Blum 4:15
7. Committee and Work Group Reports Group 4:30

*The Committee will discuss the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensure linkage of Committee activities to the Full Council.*

- Consumer and Community Affairs Update
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  - Needs Assessment Work Group
- Government and Provider Affairs Update
- Membership Committee Update
- PLWH Advocacy Group
- HIV Health Care Reform Task Force Update
- Essential Health Benefits Work Group

8. Motions for Consideration - VOTE Group 4:55

*The Committee will review motions coming from GPA regarding a merge between the HHSPC and the HPPC.*

9. Evaluation Update Dave Jordan 5:40

*The Committee will be provided an overview of the results of the last full Council's evaluations.*

10. Council Agenda - VOTE Group 5:50

*The Committee will review the agenda for the next full Council meeting.*

## 11. Next Meeting Dates & Agenda Items - VOTE

Group 5:55

*The next Steering Committee meeting is tentatively scheduled for Monday, July 21<sup>st</sup> 2014 at 25 Van Ness 3<sup>rd</sup> Floor Conference Room from 4-6 pm.*

## 12. Adjournment

Group 6:00

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HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday, June 16<sup>th</sup>, 2014  
HIV Health Services  
25 Van Ness, 3<sup>rd</sup> Floor Conference Room  
4:00-6:00 pm

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**Committee Members Present:** Mary Lawrence Hicks (Co-Chair), Kenneth Hornby, Lee Jewell (Co-Chair), Matthew Miller, Gabriel Ortega, Charles Siron, Michael Smithwick,

**Committee Members Absent:** Wade Flores [E], Chip Supanich [E], Eric Sutter [E], Channing Wayne [E]

**Others Present:** Bill Blum [DPH HHS], David Gonzalez [HPPC], Dean Goodwin [DPH HHS], Eileen Loughran [HPPC]

**Support Staff Present:** Ali Cone, Jennifer Cust, Dave Jordan, Mark Molnar

### *Draft Minutes*

#### 1. Introductions

The meeting was called to order at 4:05 pm by Co-Chair Jewell. Everyone introduced themselves and quorum was established.

#### 2. Review/Approve June 16<sup>th</sup>, 2014 DRAFT Agenda – VOTE

The June 16<sup>th</sup>, 2014 DRAFT Agenda was reviewed and approved by consensus.

#### 3. Review/Approve May 12<sup>th</sup>, 2014 DRAFT Minutes – VOTE

The May 12<sup>th</sup>, 2014 DRAFT Minutes were reviewed, and approved.

#### 4. Announcements

- CM Hornby announced:
  - That he asked the LTCCC if they would work on a new HIV+ and aging policy. They agreed and will bring up topic at next steering committee.
  - The housing work group is going to meet, Friday June 27<sup>th</sup>.
- David Gonzalez introduced himself. He sits on the HPPC.
- Eileen Loughran introduced herself. She sits on the HPPC.

#### 5. Public Comment

- None.

#### 6. HIV Health Services Update

- Bill Blum:
  - The DPH Clinics are hiring two new Medical Directors. Job listings were posted on Friday.
  - The 25/75 waiver is nearly complete. It will go out in a week or two.
  - Ryan White pt. A award was received. The anticipated cut was 11.6%, but we received 11.3%.
    - Co-Chair Jewell inquired if part B was received.
      - Bill Blum- Part B has not arrived yet. It typically comes a month later.
    - CM Ortega inquired about the process for implementing the award.
      - Bill Blum- The award for Part A has arrived. The 11.7% reduction was offset by general funds.

## 7. Committee and Work Group Reports

- The Committee discussed the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensured linkage of Committee activities to the Full Council.
- Consumer & Community Affairs
  - CS Molnar reported:
    - CCA received monthly HCAP report.
    - Needs assessments update was to review and approve survey tool.
    - Next COLA will be for those living in SROs. The COLA will take place sometime in July.
    - The bulk of the meeting was going through the motions coming from PLWH. All of the motions were approved, and some amended.
      - CS Cone reported the details of the COLA. The COLA will be July 17<sup>th</sup> in the Shanti Drop In center, directly after a Shanti group. The pre team meeting will be the week before.
      - CS Jordan updated the committee on the Needs Assessments. The venues and facilitators have been finalized, but still working the times.
- GPA
  - CM Smithwick reported back that the group spend most of the time on the possible merge motions from PLWH.
    - CS Molnar- the motions were passed.
  - CS Molnar reported that GPA also saw the presentations for the Full Council Meeting.
- Membership
  - CM Siron reported:
    - There were two applicants up for consideration at the last meeting. One applicant was not approved, and the other, Kim Gilgenberg-Castillo will be moved to a vote at the next Full Council meeting.
    - The committee discussed and approved the motions coming down from PLWH. Approved a LOA for Bill Ledford.
  - CS Molnar explained that usually Membership holds off on interviews for the summer. The committee determined to make an exception and bring Kim Gilgenberg-Castillo for an interview.
  - CM Ortega noted that Membership determined that LOA would not get a proxy vote.
  - CM Ortega spoke to some frustrations with Membership's process with a recent applicant.
    - CS Molnar spoke to Membership's decision to call references before voting on applicant.
  - Co-Chair Jewell- It sounds like Membership is being responsive to changes.
- PLWH Advocacy Group
  - CM Siron reported:
    - The motions from PLWH were discussed and approved.
    - PLWH planned a social.
    - PLWH is going to sponsor a social for PLWH and full council and partners.
      - Co-Chair Jewell- I appreciate that.
- HIV Health Reform Task Force Update
  - Co-Chair Jewell reported:

- The Task Force spoke about continued problems that clients are facing.
- There was discussion about combining efforts from EHB workgroup and the HIV Health Reform Task Force.
- Essential Health Benefits Workgroup
  - CS Molnar reported:
    - PRC gave an update on issues clients face with ACA.
    - There was an update from Ann Donnelly.
    - They next meeting the group will come up with possible recommendations if funding becomes available due to shifts in funding from Ryan White to other funding streams.

## 8. Motions for Consideration- VOTE

*The committee reviewed motions coming from GPA regarding a merge between the HHSPC and the HPPC*

- CS Molnar introduced the Motions document. The motions were all approved anonymously, after a few changes. These motions correspond to specific concerns that council members had about a possible merge. The motions were all approved anonymously, after a few changes.
- CS Molnar introduced the first motion: In the event of a merged council, county government representatives from San Mateo and Marin will be allocated one voting seat per county.
  - CS Molnar- The first motion addresses the concern that there might be some ambiguity about government body members voting or not.
  - David Gonzalez- a few years ago, we formed our council to align with the CDC guidelines. Our council had a similar discussion about the possibility of allowing Marin and San Mateo to vote. The council didn't feel comfortable letting them have a vote on funding, then they don't live in SF.
    - CM Hornby noted that none of the motions are etched in stone, if the councils merge. It's a way to look at issues council members had.
    - CM Miller noted that even though the CDC doesn't cover San Mateo and Marin, Ryan White funding does, so they should have a right to a vote.
- Co-Chair Hicks inquired about the role the motions will eventually play.
  - CM Miller noted that the motions addressed concerns council members had with the initial merge vote. These were items that needed to be addressed before council members felt comfortable voting on the merge again.
  - CS Molnar suggested that once the motions pass through all of the committees and Full Council, they could be discussed by both prevention and care.
  - Eileen Loughran - There is still a process on our council as well. They will be vetted through our council.
  - Co-Chair Jewell- this is our starting point. This our process as we move forward.
  - CM Siron- This is working through a common ground. These are just the questions PLWH is asking. I'm sure prevention has their own questions.
- **Motion 1a: In the event of a merged council, county government representatives from San Mateo and Marin will be allocated one voting seat per county.**
  - **VOTE: Motion passes.**
- CS Molnar introduced the second motion: In the event of a merged council, all council leadership positions, including workgroups and committees, must be voted on.

- Eileen Loughran- for Prevention, the governmental co-chair is an appointment. I did some more research to see what guides our council by the CDC. It's the role of the Health Department to appoint the Health Department co-chair. The Health Department's chair is open ended.
    - Dean Goodwin- that almost puts it's in the realm of a mandate.
  - David Gonzalez- At first we had a hard with this as well. The person who is appointed, has to be someone who has some form of accountability. The government co-chairs can actually enact immediate change.
- CS Molnar inquired about mandates for an advisory council.
  - Eileen Loughran- We decided that prevention is still going to do community planning and continue to follow the guidelines.
  - David Gonzalez- There has to have a process. If and when you decide to have the advisory committee, then you follow the guidelines.
  - Co-Chair Jewell- Although it's not mandated, you still find meaning in having those government bodies there, because they will still implement items.
- CM Miller spoke to being ok with government being a co-chair, as long as they are picked and voted by the council. Maybe there is some sort of way to reconcile the mandates from the CDC.
- Co-Chair Hicks noted that this point might need to be discussed further before a decision could be made. The validity to both methods.
- Co-Chair Hicks- how does this work in your other task force?
  - CM Siron spoke to the process in a different taskforce. There is one chair, who is nominated by the group, if they fit the specific job description.
  - CS Molnar- If the skills and the quality is needed, there still needs to be a job description that is specific. It could still go through democratic process of voting, but with a specific job description.
- CS Cone- The idea of having 1 of 3 co-chairs being a staff person, seems disproportionately weighted, if the privy of this council is both care and prevention. There is also the policy to represent women, person of color, and HIV+.
- CS Molnar- We do have a policy in place. That would be something that would have to be decided in policy and procedures.
- David Gonzalez- noted that looking out for the community is most important part of the process, as there may be lots of changes with ACA, Ryan White and the push for merged councils. It would be hard to determine how things will look in the future.
- Eileen Loughran - It's actually beneficial to be in this conversation as it shows that we're two different cultures. The planning councils can decide different procedures. This is helpful as a tool to have collaborative work done.
- **CM Miller called the question. CM Ortega seconds.**
  - **Vote: Motion doesn't pass. Question is not called.**
- CM Hornby- noted that the motions were created to make sure the council will be stronger, if merged.
- CM Ortega- we are aiming to build a stronger voice. We need to start getting everything in order, so that if changes do happen, the councils will be prepared.
- **Motion 2: In the event of a merged council, all council leadership positions, including workgroups and committees, must be voted on.**
  - **Vote: Motion passes.**
- CS Molnar introduced Motion 3a: In the event of a merged council, all council members from the HHSPC and HPPC would retain their seat. As members leave the council, or are not renewed, their seats would not be filled until the merged council falls below a maximum of 45 members.

- CS Molnar- this motion speaks to the concerns about retaining the expertise of current council members, also this addresses how big the council will be and who decides who is initially on the council.
- CM Miller- no one is forced out of their seat. No one has to decide who stays and who goes. So many complications and conflict with trying to pair it down ourselves.
- CS Molnar- from support staff perspective. I see 45 as a workable number. We've had council meetings that were large, and it was ok.
- CM Hornby also noted that 45 people may not show up at the same time.
- Co-Chair Jewell- it will present some unique challenges.
- Co-Chair Hicks- I think the biggest burden is on the staff. The staff has to stay in touch with everyone.

**Motion 3a: In the event of a merged council, all council members from HHSPC and HPPC would retain their seat. As members leave the council, or are not renewed, their seats would not be filled until the merged council falls below a maximum of 45 members.**

- **Vote: Motion Passes.**

- CS Molnar introduced Motion 4a. In the event of a merged council, work towards implementation shall begin Jan 1, 2015.
  - CM Smithwick inquired about the word, "by", if the councils might be prepared to merge before Jan 1.
    - CS Molnar- I think that we have a lot of agenda items the council still needs to cover before preparing for a possible merge.
  - Eileen Loughran - We only meet a limited number of times a year, we need time to communicate to our members.
- **Motion 4a: In the event of a merged council, work towards implementation shall begin Jan 1, 2015.**
  - **Vote: Motion Passes.**
  - CS Molnar-these motions will come back to PLWH. Prevention is invited to come back to that.

## 9. Evaluation Update

*The Committee was provided an overview of the results of the last Full Council's evaluations.*

- CS Jordan summarized the evaluations from the Full Council Meeting. Average rating is 9.06. Most people had positive feelings. A few comments about efficiency of meeting, and control of the meeting. One person felt they were not allowed to join in the conversation. People really liked Alyssa Nickell's presentation about the long term survival program. Some people had confusion over the two service categories.
  - Co-Chair Hicks- trying to strike the balance between letting people communicate and tight facilitation can be tough.
  - Co-Chair Jewell- I do like this agenda item. We do take the feedback seriously.
  - Dean Goodwin- the fact that it is only a few voices had concerns in both directions, speaks to the co-chairs striking a good balance.
  - CM Smithwick suggested using a 10 point scale to get a better idea of people's opinion.
    - CM Miller- I like the idea of a middle ground point. But maybe a -2, -1 0 1 2 scale.

## 10. Council Agenda and August Council & Summit Dates- VOTE

*The Committee reviewed the agenda for the next Full Council meeting. The Committee determined the dates of the August Full Council meeting and the annual Prioritization & Allocation Summit.*

- CS Molnar introduced the agenda for the Full Council Meeting.



- Co-Chair Jewell- explained the Bill Blum had a conflict with the August Summit date and suggested it be moved to September.
- CM Ortega spoke in favor of having Bill Blum at the Summit.
- Co-Chair Hicks noted that having the summit in August, would make August packed.
- CS Molnar- if it were in Sept, the only adjustment is moving CCA.
- Co-chair jewel- my preference would be to have the original schedule. First or second Friday of Sept.
- Dean Goodwin- Noted that anything passed Sept 12<sup>th</sup> would be too late.
- Co-Chair Hicks moved to have The Full Council Summit to be on Sept 5<sup>th</sup>
  - **Vote: motion passes.**

#### **11. Next Meeting Dates & Agenda Items- VOTE**

The next Steering Committee meeting is scheduled for July 21<sup>st</sup>, 2014 at 25 Van Ness 3<sup>rd</sup> Floor Conference from 4-6pm.

#### **12. Adjournment**

The meeting was adjourned at 4:56 pm by Co-Chair Jewell.

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HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday, July 21<sup>st</sup> 2014  
HIV Health Services  
25 Van Ness, 3<sup>rd</sup> Floor Conference Room  
4:00 - 6:00 pm

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***Draft Agenda***

- |   |                |
|---|----------------|
| 1. Introductions  | Group 4:00     |
| 2. Review/Approve July 21 <sup>st</sup> 2014 DRAFT Agenda – VOTE  | Group 4:02     |
| 3. Review/Approve June 16 <sup>th</sup> 2014 DRAFT Minutes – VOTE | Group 4:05     |
| 4. Announcements  | Group 4:07     |
| 5. Public Comment   | Group 4:10     |
| 6. HIV Health Services Update                                     | Bill Blum 4:15 |
| 7. Committee and Work Group Reports – VOTE                        | Group 4:25     |

*The Committee will discuss the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensure linkage of Committee activities to the Full Council.*

- Consumer and Community Affairs Update
  - Community Outreach, Listening and Activities Work Group
  - Needs Assessment Work Group
- Government and Provider Affairs Update
- Membership Committee Update
  - Steering will review motions coming from the recent Membership Committee meeting.*
- PLWH Advocacy Group
- HIV Health Care Reform Task Force Update
- Essential Health Benefits Work Group

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| 8. Motions for Consideration - VOTE | Group 5:05 |
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*The Committee will review originating from the Essential Health Benefits Work Group.*

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| 9. Council Agenda and August Council & Summit Dates - VOTE | Group 5:30 |
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*The Committee will review the agenda for the next full Council meeting. The Committee will also determine the dates of the August full Council meeting and the annual Prioritization & Allocation Summit.*

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| 10. Evaluation Update | Dave Jordan 5:45 |
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*The Committee will be provided an overview of the results of the last full Council's evaluations.*

## 11. Next Meeting Dates & Agenda Items - VOTE

Group 5:55

*The next Steering Committee meeting is tentatively scheduled for Monday, August 18<sup>th</sup> 2014 at 25 Van Ness 3<sup>rd</sup> Floor Conference Room from 4-6 pm.*

## 12. Adjournment

Group 6:00

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### **Steering Committee Mission Statement**

***The primary responsibility of the Steering Committee is to oversee the work of all of the Council's active committees and ad hoc committees, as well as interface with representatives from the Department of Public Health HIV Health Services office.***

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The Steering Committee of the HIV Health Services Planning Council is made up primarily of the co-chairs of the Council's other committees and at-large members. The primary responsibility of the Steering Committee is to oversee the work of all of the Council's active committees and ad hoc committees, as well as interface with representatives from the Department of Public Health HIV Health Services office; it is also responsible for creating and finalizing the agenda for the upcoming Council meeting.

*Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.*

*HIV Health Services Planning Council  
730 Polk Street, 3<sup>rd</sup> Floor, San Francisco, CA 94109  
San Francisco Department of Public Health, HIV Health Services Office  
25 Van Ness Avenue, 5th Floor, San Francisco, CA 94102*

*The meeting facility is wheelchair accessible. The closest accessible BART Station is Civic Center, three blocks from City Hall. Accessible MUNI lines serving this location are: #47 Van Ness, and the #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142. There is accessible parking in the vicinity of City Hall at Civic Center Plaza and adjacent to Davies Hall and the War Memorial Complex.*

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THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT

HIV Health Services Planning Council Offices, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.



## HIV Health Services Planning Council

### STEERING COMMITTEE

Monday, June 21<sup>st</sup>, 2014

HIV Health Services

25 Van Ness, 3<sup>rd</sup> Floor Conference Room

4:00-6:00 pm

**Committee Members Present:** Mary Lawrence Hicks (Co-Chair), Kenneth Hornby, Carol Hudson, Lee Jewell (Co-Chair), T.J. Lee, Matthew Miller, Gabriel Ortega, Stacia Scherich, Charles Siron, Michael Smithwick, Chip Supanich, Eric Sutter, Channing Wayne

**Committee Members Absent:** Wade Flores [E: Proxy-Matthew Miller], Ron Hernandez [E: Proxy- Charles Siron]

**Others Present:** Michael Scarce

**Support Staff Present:** Ali Cone, Jennifer Cust, Dave Jordan, Mark Molnar

### *Draft Minutes*

#### **1. Introductions**

The meeting was called to order at 4:00 pm by Co-Chair Jewell. Everyone introduced themselves and quorum was established.

#### **2. Review/Approve July 21<sup>st</sup>, 2014 DRAFT Agenda – VOTE**

The July 21<sup>st</sup>, 2014 DRAFT Agenda was reviewed and approved by consensus.

#### **3. Review/Approve June 16<sup>th</sup>, 2014 DRAFT Minutes – VOTE**

The June 16<sup>th</sup>, 2014 DRAFT Minutes were reviewed, and approved.

#### **4. Announcements**

- None.

#### **5. Public Comment**

- None.

#### **6. HIV Health Services Update**

- Bill Blum announced that DPH has yet to hear about the Ryan White Part B award. DPH is considering being part of Health Care Exchange and also considering participating as a subcontractor for non-specialty mental health service. DPH is still considering extending the HIV waiver for Healthy SF. There are plans to have a set guideline for training and coordination of PREP.

#### **7. Committee and Work Group Reports- VOTE**

*The Committee discussed the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensured linkage of Committee activities to the Full Council.*

- Consumer & Community Affairs
  - CS Molnar reported that CCA reviewed the motion created by EHB workgroup. The committee received the HCAP report, Needs Assessment update and COLA update.

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- Community Outreach, Listening and Activities Work Group
  - CS Cone announced that the Cola is happening next Tuesday at the Shanti Drop in Center for those living in SROs.
- Needs Assessment Work Group
  - CS Jordan reported that the Needs Assessment Work Group have completed 5 of the 6 Needs Assessment Focus Groups. One of the groups had a low turnout due to unforeseen circumstances, but the rest of them have been well attended. There may be a need to schedule a 7<sup>th</sup> to make up the numbers. The last of the initial 6 focus groups, will be Thursday at Castro County Club.
- GPA
  - CM Supanich reported that the committee reviewed the epidemiology, Hep C and Aries presentations. The motions were reviewed and voted on.
- Membership
  - CM Siron reported that the Membership Committee discussed the motion from EHB workgroup. Linda Walebengo was interviewed for the council and approved by Membership. There were 3 renewals to review, Ron Hernandez, Margaret Baran and Gabriel Ortega. Ron Hernandez and Margaret Baran were renewed and Gabriel Ortega was not, and will be discussed. Brian DiCrocco asked for a LoA.
  - The committee discussed CM Ortega's renewal.
  - CM Siron- Gabriel Ortega was voted 7 to 7. It did not pass. It needed 10 votes and this is why it came back to steering for consideration.
  - CS Molnar- there is no policy in place for non-renewal, but a precedent. Two years ago a member was not renewed, at that point it moved to steering. Steering could make one of 3 options: to move to Full Council, leave the membership decisions as is, or have steering be the final place for renewals. Steering can choose to uphold, or choose to decline the membership decision.
  - Michael Scarce spoke to his appreciation for the mindful discussion and noted how difficult the process can be, especially for the person being renewed.
  - **Motion: To uphold Memberships decision to not renew the membership of Gabriel Ortega.**
    - **VOTE: Motion does not pass. Membership decision is not upheld.**
  - **CM Miller moves to renew membership of Gabriel Ortega. CM Hudson seconds.**
    - **VOTE: Motion does not pass.**
    - CS Molnar- there is no set in stone rule about this. If the committee decides not to renew, two unusual things have happened. Steering decided not to uphold decision and someone else introduced a motion which was the opposite of that.
    - Co-Chair Jewell- I want to speak in favor of this process to happen. I trust the wisdom of the council. It's okay, that we engage more discussion on this.
    - CM Supanich- if we send it back to membership, are you going to explore other options. Some way that people can come together. If it's the same 7 against 7, it will

be contentious. If you think outside the box a little, maybe that's something we can consider.

- o CM Hornby moves to bring the decision of Gabriel back to membership. CM Ortega seconds.
  - **VOTE:** Motion passes. CM Ortega's Membership renewal will be brought back to Membership.

- PLWH Advocacy Group
  - o CS Molnar reported that the group developed motions for carry forward decision and also developed motions supporting a merged.
- HIV Health Reform Task Force Update
  - o CS Molnar- last meeting was cancelled.
- Essential Health Benefits Workgroup
  - o CS Molnar- meeting Wednesday to discuss future of group and to develop an EHB package for SF.

#### **8. Motions for Consideration- VOTE**

*The committee reviewed motions originated from the Essential Health Benefits Work Group.*

- CS Molnar introduced the motion for consideration document, coming from EHB. This motion changed as it went through different committees. The 25% would only be applied to those service modality within those contracts. The second paragraph was also changed to "cost of doing business," instead of "Cost of Living Adjustments."
- CM Smithwick- I thought the amended motion also passed PLWH. The final motion was amended by PLWH again.
- CS Cone- we discussed this motion, in the contexts of carry-forward allocation.
- **Motion:** In the event of additional funds made available to due shifts in funding from Ryan White to other funding streams, those service categories providing navigation and/or Benefits Counseling (medical case management, non-medical case management, referral for services, psychosocial support and legal service) will be increased up to an additional 25% of their contract amount dedicated specifically to navigation and benefits counseling support. Funds will be used to specifically provide Navigation and/or Benefits Counseling support.

**Any additional funding remaining after the above will be split proportionally across all service categories to all for cost of doing business increases.**

- o **VOTE:** Motion passes.

#### **9. Council Agenda and August Council & Summit Dates- VOTE**

*The Committee reviewed the agenda for the next full council meeting. The Committee also determined the dates of the August Full Council meeting and the Annual Prioritization & Allocation Summit.*

- CS Molnar- Last month's Steering Committee chose to have Summit Sept 5<sup>th</sup>. There was a lot of significant push back on that.
- Co-Chair Jewell- I think we should keep it Sept 5<sup>th</sup> because Bill Blum will be able to be there.
- CM Sutter inquired if the change in date was just because Bill Blum wouldn't be present.
  - o Co-Chair Hicks- having Bill Blum there was a main reason.
  - o CM Supanich- It would be good to have Full DPH representation there, but I don't know if we should set a precedent.

- CM Lee spoke against having it Sept 5<sup>th</sup>.
- CM Siron- I support the date, with a caveat, that the date will go back to the original scheduling for next year, as that is how it has always been.
  - Dean Goodwin- I know it's the 4<sup>th</sup> Friday. It hasn't always been that date. There were some in early December. There is a history of it moving around.
- Co-Chair Wayne- this committee originally picked Sept 5<sup>th</sup>. We're not changing anything, if that was the date originally picked.
- Co-Chair Jewell- It's important to have as many people show up as possible. If the date change achieves that, then that's what should be done.
- CM Lee- I would like to suggest that the next Full Council meeting we set the date for next year. Because of that long weekend, many people have a shorter work week. Trying to get it as far away from the Holiday makes sense.
- Co-Chair Jewell- This is the best date to move forward. Let's make that exception.

#### **10. Next Meeting Dates & Agenda Items- VOTE**

*The next Steering Committee meeting is tentatively scheduled for August 18<sup>th</sup>, 2014 at 25 Van Ness 3<sup>rd</sup> Floor Conference from 4-6pm.*

#### **11. Adjournment**

The meeting was adjourned at 5:58 pm by Co-Chair Jewell.

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HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday, August 18<sup>th</sup> 2014  
HIV Health Services  
25 Van Ness, 3<sup>rd</sup> Floor Conference Room  
4:00 - 6:00 pm

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***Draft Agenda***

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| 5. Public Comment  | Group 4:10        |
| 6. HIV Health Services Update                                      | Dean Goodwin 4:15 |
| 7. Committee and Work Group Reports – VOTE                         | Group 4:25        |

*The Committee will discuss the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensure linkage of Committee activities to the Full Council.*

- Consumer and Community Affairs Update
  - Community Outreach and Listening Activities
  - Needs Assessment Work Group
- Government and Provider Affairs Update
- Membership Committee Update
  - Steering will review motions coming from the recent Membership Committee meeting.*
- PLWH Advocacy Group
- HIV Health Care Reform Task Force Update
- Essential Health Benefits Work Group

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| 8. Motions for Consideration - VOTE | Group 4:50 |
|-------------------------------------|------------|

*The Committee will consider two motions regarding a potential merge between the HHSPC and the HPPC.*

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| 9. Motions for Consideration - VOTE | Group 5:15 |
|-------------------------------------|------------|

*The Committee will consider motions regarding carry forward allocation and resource allocation.*

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|-----------------------|------------------|
| 10. Evaluation Update | Dave Jordan 5:40 |
|-----------------------|------------------|

*The Committee will be provided an overview of the results of the last full Council's evaluations.*



## 11. Council Agenda

Group 5:50

*The Committee will review the agenda for the next full Council meeting.*

## 12. Next Meeting Dates & Agenda Items - VOTE

Group 5:55

*The next Steering Committee meeting is tentatively scheduled for Monday, September 15<sup>th</sup> 2014 at 25 Van Ness 3<sup>rd</sup> Floor Conference Room from 4-6 pm.*

## 13. Adjournment

Group 6:00

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### ***Steering Committee Mission Statement***

***The primary responsibility of the Steering Committee is to oversee the work of all of the Council's active committees and ad hoc committees, as well as interface with representatives from the Department of Public Health HIV Health Services office.***

---

The Steering Committee of the HIV Health Services Planning Council is made up primarily of the co-chairs of the Council's other committees and at-large members. The primary responsibility of the Steering Committee is to oversee the work of all of the Council's active committees and ad hoc committees, as well as interface with representatives from the Department of Public Health HIV Health Services office; it is also responsible for creating and finalizing the agenda for the upcoming Council meeting.

*Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.*

HIV Health Services Planning Council  
730 Polk Street, 3<sup>rd</sup> Floor, San Francisco, CA 94109  
San Francisco Department of Public Health, HIV Health Services Office  
25 Van Ness Avenue, 5th Floor, San Francisco, CA 94102

*The meeting facility is wheelchair accessible. The closest accessible BART Station is Civic Center, three blocks from City Hall. Accessible MUNI lines serving this location are: #47 Van Ness, and the #71 Haight/Noriego and the F Line to Market and Van Ness and the Metro stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142. There is accessible parking in the vicinity of City Hall at Civic Center Plaza and adjacent to Davies Hall and the War Memorial Complex.*

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*Planning Council, 730 Polk Street, 3rd Floor, San Francisco, CA 94109. Agendas are available on the Internet at <http://www.sfccarecouncil.org> .*

*THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT  
HIV Health Services Planning Council Offices, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.*





HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday, August 18<sup>th</sup>, 2014  
HIV Health Services  
25 Van Ness, 3<sup>rd</sup> Floor Conference Room  
4:00-6:00 pm

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**Committee Members Present:** Wade Flores, Mary Lawrence Hicks (Co-Chair), Kenneth Hornby, Lee Jewell (Co-Chair), Bill Ledford, Charles Siron, Michael Smithwick, Eric Sutter, Channing Wayne, Kim Gilgenberg-Castillo.

**Committee Members Absent:** Gabriel Ortega [E: Proxy- Michael Smithwick], Chip Supanich [E], Stacia Scherich [E: Proxy- Kenneth Hornby]

**Others Present:** Celinda Cantu [DPH HHS], Dean Goodwin [DPH HHS], Kevin Hutchcroft [DPH HHS]

**Support Staff Present:** Ali Cone, Jennifer Cust, Dave Jordan, Mark Molnar

### *Draft Minutes*

#### **1. Introductions**

The meeting was called to order at 4:05 pm by Co-Chair Wayne. Everyone introduced themselves and quorum was established.

#### **2. Review/Approve August 18<sup>th</sup>, 2014 DRAFT Agenda – VOTE**

The August 18<sup>th</sup>, 2014 DRAFT Agenda was reviewed and approved by consensus.

#### **3. Review/Approve July 21<sup>st</sup>, 2014 DRAFT Minutes – VOTE**

The July 21<sup>st</sup>, 2014 DRAFT Minutes were reviewed, amended and approved by consensus.

#### **4. Announcements**

- CS Molnar announced the Summit date as Sept 5<sup>th</sup>, 2014. Please fill out the prioritization sheet beforehand.
  - Co-Chair Hicks- where is the Summit?
  - CS Molnar- The Bahai Center.

#### **5. Public Comment**

- None.

#### **6. HIV Health Services Update**

- Dean Goodwin reported:
  - Still waiting to hear about 75/25 waiver.
  - Dental provider meeting was held last week. Bill will present at the Full Council next week. Spent a lot of the meeting talking about Denti-cal and how that is included in HIV Care. One of providers has new site operating on 5<sup>th</sup> and Mission, which Bill and I will tour.

#### **7. Committee and Work Group Reports- VOTE**

*The Committee discussed the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensured linkage of Committee activities to the Full Council.*

- Consumer & Community Affairs
  - Community Outreach, Listening and Activities Work Group
    - CS Cone reported that there was a provider follow-up session last week for the COLA for people living in SROs. It was reported back at CCA. It will be included in the COLA year-end review at the Summit.
      - CM Flores spoke about the COLA being a bit heartbreaking. Around 10 participants. Case management and benefits counseling was surprisingly ranked low. There was problems navigating through the system. Relationships within an SRO was noted as a hardship, one couple had to live in separate units because they couldn't live together.
  - Needs Assessment Work Group
    - CS Jordan reported that there were a total of 54 participants. The workgroup reconvened and went through the raw data. The group is now working on final presentation for the Summit.
    - CS Molnar- Needs Assessment focus groups are finished as far as SF goes, but there will probably be one focus group for San Mateo and Marin.
- GPA
  - CS Molnar reported:
    - The group went over Service Summary Sheets with Celinda Cantu
    - HAPN presentation with Bill Hirsh.
      - Co-Chair Hicks inquired about the changes that were made.
        - CS Molnar- there was a slide that showed what service categories were not covered under ACA, but were covered under Ryan White, and that list was incomplete. I believe they are bring a completed list.
    - CM Smithwick- there was a graph about the decreased funding of Ryan White and General Funds Backfill. Each year the decreases are met with backfill dollars. Now the backfill is more than R.W. Even though there has been backfill to get us to 100%, it definitely wasn't filled exactly the same way it was cut.
      - Dean Goodwin- We interpreted the chart as being general and there needs to be a caveat in the presentation.
      - CM Smithwick- I remember going to early summit and hearing discussion about support service categories that were decimated. Whole categories that were eliminated.
      - CS Molnar- it is speaking in broad strokes. It brings a good point, but those broad strokes do overlook some details.
      - CM Siron remembered when some backfill had to be paid back.
      - Co-Chair Jewell- the city has continued to endorse the recommendations that we make. Even though they are kicking in their funds, it's still the council's allocations that they are following.
      - CS Molnar- in the light of ACA, we still need to focus on essential benefits package- that is the main message and that is a solid message.
      - Celinda Cantu- They want to hold Ryan White, service continuum as the full benefits package. They are using the insurance language to

define things in the Ryan White service continuum. They were comparing service continuum to insurance.

- CS Molnar- The committee reviewed the merged motions and carry-forward resource allocation and overall resource allocation. The committee decided not to approve carry-forward allocation.
- Membership
  - CM Hornby reported:
    - There were 3 renewals. Bruce Ito was approved. Mary Lawrence Hicks was approved. Gabriel Ortega was not approved and will be voted on at Full Council.
    - Matthew Miller and Brian DiCrocco resigned.
    - We voted on carry forward, and merge motions.
- PLWH Advocacy Group
  - No meeting yet.
- Essential Health Benefits Workgroup
  - CS Molnar reported that the group decided to dissolve and join the Health Reform Task Force. The next meeting will be Sept 24<sup>th</sup>.

#### 8. Motions for Consideration- VOTE

- CS Molnar the two motions were not voted on by GPA, but were recommended, as there wasn't quorum. The motion is seeking to fill gaps after problems with initial merge vote. This motion speaks to a possible merged council structure, both being subject to change.
- **Motion: To accept Exhibit A as transitional framework for a committee structure and exhibit B as a final framework, both being subject to change.**
  - **VOTE: Motion passes.**
- CS Molnar introduced the motion for a merge. They were all approved at past council meeting. If this motion is approved, it will join the list of motions.
- **Motion: To adopt Model 1 (Time Phased Full integration) with the following modifications.**
  - **VOTE: Motion passes.**

#### 9. Motions for Consideration- VOTE

- CS Molnar introduced the motions for carry-forward allocation. This motion was in conversation with the recommendation from DPH. The advocacy group decided to put the rest of the funds in, vouchers, emergency funding and hygiene kits. The PLWH advocacy group determined not to attach dollar amounts to the last items, as to not tie DPH's hands. DPH will come back to council with how they think it will be best to allocate. GPA did not recommend the motion.
  - CM Sutter inquired about defining what a hygiene kit was and how it would be distributed.
    - Dean Goodwin- I talked to John about this, who used to purchase these things. We'll check in with CoE's once we find out how much money is available. It actually goes quite a long way. They aren't very expensive but I think it would make a bit difference for the clients.
    - Co-Chair Jewell- I think it's helpful
  - CM Smithwick- I raised this before at GPA. I was curious about benefits counseling and how that \$295,000 would be spent.

- CS Molnar suggested the benefits counseling program come back with plans for the funds, if and when the money is awarded.
  - Co-Chair Jewell- this will fund their contract amount to continue their work.
  - Dean Goodwin- this is for a pilot program that was funded through general funds, for helping clients navigate through changes in healthcare, when transitioning to ACA. Last year they were given about \$100,000 for about 4.5 months. They served around 37 clients. This will help them to continue to run this program. It won't be overfunding them.
- CM Smithwick- so this service category is already funded and this funding will help with better navigation.
  - Dean Goodwin- right now it is funded through general funds. They changed over to general funds, because there was a federal matching program.
- CM Smithwick- so the funds were used to hire additional people.
  - Dean Goodwin- there's a component of training and tracking, I would feel more comfortable having the program give you all the details.
- **Carry-Forward Allocation:**
  - **To Prioritize the following for carry forward resource allocation:**
    - \$295,000- Benefits counseling
    - \$30,000- taxi vouchers
    - \$100,000- Aging Support
  - **With the remaining funding to be distributed amongst:**
    - Vouchers
    - Food
    - Emergency financial assistance
    - Hygiene kits.
      - **VOTE: Motion passes.**
- CS Molnar introduced the motions for funding scenarios. The key motion is decreased funding, as it is highly likely. This motion talks to the motion approved by EHB and also speaks to service categories that will have some coverage through ACA.
- **Decreased Funding:**
  - **Motion:** In the event of decreased funding, for the first 10% of reductions, allocations for services that are covered under California's essential health benefits package will be reduced proportionately. If further reduced allocation is required, reductions will occur proportionately across all service categories.
- **Flat Funding:**
  - **Motion:** If funding remains at the current level, service category resource allocation will remain level across all categories.
- **Increased Funding:**
  - **Motion:** In the event of increased funding, increases will occur proportionately across all service categories.
    - **VOTE: motion passes.**

#### 10. Evaluation Update

- CS Jordan reported on Full Council evaluations. Overall, it was a poorly rated meeting. The frustrations seemed to come from the length of the HEP C presented and the feeling that the efficiency of the

meeting suffered because of that. They felt the agenda was poorly planned. The prevention presentation was relevant and well prepared. There was problem with members of the public sitting at the table. They also spoke about co-chairs answering questions for the presenters and speaking during the presentation.

#### **11. Council Agenda and August Council & Summit Dates- VOTE**

- CS Molnar introduced the council agenda.
  - CM Flores spoke about public comment and council members using that time to make a grievance.
    - CS Molnar- the council member was speaking as a public comment, and technically that can't be responded to.
    - Co-chair Hicks- thank you for bringing that up.
    - Co-Chair Hicks- we'll remind everyone to be respectful. We'll follow usual protocol.

#### **12. Next Meeting Dates & Agenda Items- VOTE**

*The next Steering Committee meeting is tentatively scheduled for Sept 15<sup>th</sup>, 2014 at 25 Van Ness 3<sup>rd</sup> Floor Conference from 4-6pm.*

#### **13. Adjournment**

The meeting was adjourned at 5:00pm by Co-Chair Wayne.

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HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday, September 15<sup>th</sup> 2014  
HIV Health Services  
25 Van Ness, 3<sup>rd</sup> Floor Conference Room  
4:00 - 6:00 pm

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***Draft Agenda***

- |   |                |
|---|----------------|
| 1. Introductions  | Group 4:00     |
| 2. Review/Approve September 15 <sup>th</sup> 2014 DRAFT Agenda – VOTE | Group 4:02     |
| 3. Review/Approve August 18 <sup>th</sup> 2014 DRAFT Minutes – VOTE   | Group 4:05     |
| 4. Announcements  | Group 4:07     |
| 5. Public Comment   | Group 4:10     |
| 6. HIV Health Services Update   | Bill Blum 4:15 |
| 7. Committee and Work Group Reports – VOTE                            | Group 4:25     |

*The Committee will discuss the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensure linkage of Committee activities to the Full Council.*

- Consumer and Community Affairs Update
  - Community Outreach and Listening Activities
- Government and Provider Affairs Update
- Membership Committee Update
- PLWH Advocacy Group Update
- HIV Health Care Reform Task Force Update

- |               |                    |
|---------------|--------------------|
| 8. CQI Update | Celinda Cantu 4:40 |
|---------------|--------------------|

*The Committee will review the annual CQI presentation from SFDPH HHS.*

- |                            |                     |
|----------------------------|---------------------|
| 9. San Mateo County Update | Matt Geltmaker 5:00 |
|----------------------------|---------------------|

*The Committee will review the annual presentation from San Mateo DPH.*

- |                         |                     |
|-------------------------|---------------------|
| 10. Marin County Update | Cicily Emerson 5:25 |
|-------------------------|---------------------|

*The Committee will review the annual presentation from Marin DPH.*

- |                       |                  |
|-----------------------|------------------|
| 11. Evaluation Update | Dave Jordan 5:50 |
|-----------------------|------------------|

*The Committee will be provided an overview of the recent Council meeting evaluations.*

## 12. Council Agenda

Group 5:55

*The Committee will review the agenda for the next full Council meeting.*

## 13. Next Meeting Dates & Agenda Items

Group 5:58

*The next Steering Committee meeting is tentatively scheduled for Monday, October 20<sup>th</sup> 2014 at 25 Van Ness 3<sup>rd</sup> Floor Conference Room from 4-6 pm.*

## 14. Adjournment

Group 6:00

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### **Steering Committee Mission Statement**

***The primary responsibility of the Steering Committee is to oversee the work of all of the Council's active committees and ad hoc committees, as well as interface with representatives from the Department of Public Health HIV Health Services office.***

---

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HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday, September 15<sup>th</sup>, 2014  
HIV Health Services  
25 Van Ness, 3<sup>rd</sup> Floor Conference Room  
4:00-6:00 pm

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**Committee Members Present:** Kenneth Hornby, Lee Jewell (Co-chair), Charles Siron, Chip Supanich, Eric Sutter  
**Other Members Present:** Cecily Emerson, Matthew Geltmaker, T.J. Lee  
**Committee Members Absent:** Wade Flores [E], Mary Lawrence Hicks [E], Bill Ledford [LoA], Michael Smithwick [E], Channing Wayne [E-Proxy: Charles Siron]  
**Others Present:** Celinda Cantu [DPH HHS], Bill Blum [DPH HHS], Dean Goodwin [DPH HHS], Kevin Hutchcroft [DPH HHS],  
**Support Staff Present:** Jennifer Cust, Dave Jordan

### *Minutes*

#### 1. Introductions

The meeting was called to order at 4:05 pm by Co-Chair Jewell. Everyone introduced themselves and quorum was established.

#### 2. Review/Approve Sept 15<sup>th</sup>, 2014 DRAFT Agenda – VOTE

The September 15<sup>th</sup>, 2014 DRAFT Agenda was reviewed and approved by consensus.

#### 3. Review/Approve August 18<sup>th</sup>, 2014 DRAFT Minutes – VOTE

The August 18<sup>th</sup>, 2014 DRAFT Minutes were reviewed, amended and approved by consensus.

#### 4. Announcements

- CM Hornby announced that the LTCCC had full council meeting Thursday. There was a workgroup formed to tackle HIV+ and aging.

#### 5. Public Comment

- None.

#### 6. HIV Health Services Update

- Celinda Cantu announced:
  - The grant application for Ryan White is due this week
    - Dean Goodwin noted that the application is due about a month earlier than usual. The application had a few changes.
  - The 75/25 waiver was accepted.
- Bill Blum announced:
  - HHS would like to get provider and consumer perspective about the difference in coverage for mental health and substance use with a merged care system, vs. a Ryan White system, to possibly bring input to HRSA
  - HHS is in the process of revamping the CQI activities. There's an attempt to connect the various data systems.

## 7. Committee and Work Group Reports- VOTE

*The Committee discussed the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensured linkage of Committee activities to the Full Council.*

- Consumer & Community Affairs
  - CM Siron reported that Kenneth Hornby was elected CCA co-chair.
  - CS Cust reported that Brian Brophy went over the HCAP report and the group discussed the next COLA targeting transgender Latina women. The COLA will take place at EL/LA.
  - Community Outreach, Listening and Activities Work Group
  - Needs Assessment Work Group
- GPA
  - GPA did not meet in September.
- Membership
  - CM Hornby reported that he was elected co-chair of CCA and TJ Lee was elected co-chair of membership.
  - CS Jordan reported that there was a discussion on the Summit feedback.
  - CM Geltmaker reported that Mayra Lopez' exit interview was reviewed.
    - CS Jordan- Mayra Lopez spoke about the lack of diversity on the council.
    - Celinda Cantu- Mayra Lopez also spoke about the lack of youth vote.
- PLWH Advocacy Group
  - PLWH did not meet in September.
- HIV Health Care Reform Task Force
  - Co-Chair Jewell reported on a meeting with Dean Goodwin and Bill Blum.
    - Bill Blum spoke to the importance of getting feedback from providers about challenges with the transition to ACA.
  - Co-Chair Jewell announced that the next HIV Health Care Reform Task Force Meeting will be September 24<sup>th</sup>. Anyone who is interests in health care reform is welcome to attend.

## 8. CQI Update

- Celinda Cantu presented the CQI report. The report shows what is in a quality management program, including activities and definitions.
  - The committee had a conversation and the importance of keeping in mind the N and how that might effect changes to the percentages within a report.
  - GM Geltmaker inquired if there could be an explanation given as to why the San Mateo AIDs cases are so low, due to the fact that San Mateo does not track stages of the disease.

## 9. San Mateo County Update

- CM Geltmaker presented the San Mateo County Update, which included an overview of:
  - Persons living with HIV/AIDS in San Mateo
  - Geography of HIV Cases
  - Characteristics of newly diagnosed HIV cases

- Key Points for San Mateo County
  - San Mateo County HIV Community Board
  - San Mateo County Prioritization Process
  - San Mateo County- Shifting of resources
- CM Lee suggested showing the number of cases per zip code.
    - CM Geltmaker- this data come from HART. That just gives us the address where they were first diagnosed, not where they currently live. We were able to get two different variance for special populations: Latinos living in two specific zip codes and African American throughout the whole county. One of the areas that we are looking at was new HIV cases for API; those numbers have driven up near the daily city area.
  - CM Geltmaker announced that he will not be able to be at the meeting, but Darryl Lampkin will be presenting.
  - CM Geltmaker invited everyone to come to the San Mateo or Marin council meetings.
  - CM Geltmaker- Oct 8<sup>th</sup> is our next meeting. I will be going through the same presentation that I'll be giving to the Full Council. Wednesday night, 5:30-7:00.

#### 10. Marin County Update

- CM Emerson presented the Marin County update, which included an overview of:
  - Demographics of People Living with HIV/ AIDS in Marin County
  - New Cases of HIV Infection in Marin County
  - Trends and Observations
  - Marin HIV/AIDs System of Care
  - Marin County's 2015-2016 Prioritization and Allocation Process
  - Community Input
  -
- CM Emerson explained that the cases are small but relatively stable. The population is aging. 60% is over 50+ .
  - CM Lee inquired about the difference in participants for the prioritization exercise vs. allocation exercise.
    - CM Emerson- we gained two new members to the Marin council.
  - Co-Chair Jewell- do you have a similar situation like San Mateo with integration from prevention and CARE?
    - CM Emerson- we're not as integrated but our department oversees prevention funds.
  - Co-Chair Jewell- Do you see that happening more with ACA.
    - CM Emerson- we are looking at realigning clinical services. ACA driven or not, it may be more efficient.
- CM Emerson spoke about significant cuts to Marin County.
  - CM Siron asked if CM Emerson could include the Ryan White cuts in the presentation.
    - CM Emerson- I will put a trends section for the past few years.
    - CM Siron- it's good to remind the full council how much funding is lost form all 3 counties.

#### 11. Evaluation Update

- CS Jordan summarized the evaluations:
  - There were generally positive feelings about the meeting.
  - The council was very complimentary to Co-Chair Hicks with the facilitation of the membership section of the meeting.
  - There was a request to have the HHS report beforehand.

- HAPN presentation was very polarizing.
- There were complimentary comments about Dean Goodwin's presentation.
- Some council members felt that there was editorializing and comments that were out of turn during the presentations.
- The meeting was facilitated compassionately. One person thought we needed to go to policies and procedures to handle membership situations.

## **12. Council Agenda**

- Co-Chair Jewell presented the agenda.
  - CM Geltmaker noted that Darryl Lampkin will be presenting the San Mateo and asked for the San Mateo program to be called the San Mateo STD/ HIV program.

## **13. Next Meeting Dates & Agenda Items**

*The next Steering Committee meeting is tentatively scheduled for October 20<sup>th</sup>, 2014 at 25 Van Ness 3<sup>rd</sup> Floor Conference from 4-6pm.*

## **14. Adjournment**

The meeting was adjourned at 5:37pm by Co-Chair Jewell.

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HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday, October 20<sup>th</sup> 2014  
San Francisco AIDS Foundation  
1035 Market Street, 3<sup>rd</sup> Floor Room 3D  
4:00 - 6:00 pm

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### ***Draft Agenda***

- |  |                |
|--|----------------|
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| 2. Review/Approve October 20 <sup>th</sup> 2014 DRAFT Agenda – VOTE    | Group 4:02     |
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| 7. Committee and Work Group Reports – VOTE                             | Group 4:25     |

*The Committee will discuss the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensure linkage of Committee activities to the Full Council.*

- Consumer and Community Affairs Update
  - Community Outreach and Listening Activities
- Government and Provider Affairs Update
- Membership Committee Update
- PLWH Advocacy Group Update
- HIV Health Care Reform Task Force Update

- |                                     |            |
|-------------------------------------|------------|
| 8. Policy & Procedure Update – VOTE | Group 4:55 |
|-------------------------------------|------------|

*The Committee will review a policy updated at the recent Membership Committee meeting.*

- |  |            |
|--|------------|
| 9. Transition Team/HIV Prevention Planning Council Meeting | Group 5:10 |
|--|------------|

*The Committee will discuss the recent HIV Prevention Council Meeting and the plans to create a "Transition Team" that will develop the scope of work for the Joint Steering/Executive Committee.*

- |                       |                  |
|-----------------------|------------------|
| 10. Evaluation Update | Dave Jordan 5:35 |
|-----------------------|------------------|

*The Committee will be provided an overview of the recent Council meeting evaluations.*

- |                    |            |
|--------------------|------------|
| 11. Council Agenda | Group 5:50 |
|--------------------|------------|

*The Committee will review the agenda for the next full Council meeting.*

## 12. Next Meeting Dates & Agenda Items

Group 5:55

*The next Steering Committee meeting is tentatively scheduled for Monday, November 17<sup>th</sup> 2014 at 25 Van Ness 3<sup>rd</sup> Floor Conference Room from 4-6 pm.*

## 13. Adjournment

Group 6:00

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### ***Steering Committee Mission Statement***

***The primary responsibility of the Steering Committee is to oversee the work of all of the Council's active committees and ad hoc committees, as well as interface with representatives from the Department of Public Health HIV Health Services office.***

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The Steering Committee of the HIV Health Services Planning Council is made up primarily of the co-chairs of the Council's other committees and at-large members. The primary responsibility of the Steering Committee is to oversee the work of all of the Council's active committees and ad hoc committees, as well as interface with representatives from the Department of Public Health HIV Health Services office; it is also responsible for creating and finalizing the agenda for the upcoming Council meeting.

*Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.*

*HIV Health Services Planning Council  
730 Polk Street, 3<sup>rd</sup> Floor, San Francisco, CA 94109  
San Francisco Department of Public Health, HIV Health Services Office  
25 Van Ness Avenue, 5th Floor, San Francisco, CA 94102*

*The meeting facility is wheelchair accessible. The closest accessible BART Station is Civic Center, three blocks from City Hall. Accessible MUNI lines serving this location are: #47 Van Ness, and the #71 Haight/Noriega and the F Line to Market and Van Ness and the Metra stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142. There is accessible parking in the vicinity of City Hall at Civic Center Plaza and adjacent to Davies Hall and the War Memorial Complex.*

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### ***Know Your Rights under the Sunshine Ordinance***

*Government's duty is to serve the public, reaching its decisions in full view of the public. Commissioners, boards, councils and other agencies of the City and County exist to conduct the peoples' business. The Sunshine Ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact Frank Darby; by mail to Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 409, by phone at (415) 554-7724, by fax at (415) 554-7854 or by email at [Frank.Darby@sfgov.org](mailto:Frank.Darby@sfgov.org). Citizens may obtain a free copy of the Sunshine Ordinance by contacting Mr. Darby or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, at <http://www.sfgov.org/bdsupvrs/sunshine.htm>*

*The Planning Council has several standing Committees where Council business and creation of motions for full-Council action occur, and members of the public are urged to attend. Council procedures do not permit: 1) persons in the audience at Council meeting to vocally express support or opposition to statements by Council members or by other persons testifying, outside of public comment; 2) ringing and use of cell phones, pagers, and similar sound-producing electronic devices; 3) signs to be brought into the meeting or displayed in the room; 4) standing in the meeting room. Citizens are encouraged to testify at Committee meetings and to write letters to the co-chairs of a Committee or to Council members, c/o HIV Health Services Planning Council, 730 Polk Street, 3rd Floor, San Francisco, CA 94109. Agendas are available on the Internet at <http://www.sfgov.org/bdsupvrs/sunshine.htm>.*

THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT

HIV Health Services Planning Council Offices, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.



HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday, October 20<sup>th</sup>, 2014  
SF AIDS Foundation  
1035 Market Street  
4:00-6:00 pm

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**Committee Members Present:** Mary Lawrence Hicks (Co-Chair), T.J. Lee, Rachel Matillano, Ken Pearce, Charles Siron, Michael Smithwick, Chip Supanich (Co-Chair), Eric Sutter, Channing Wayne (Co-Chair),

**Other Members Present:**

**Committee Members Absent:** Wade Flores [LoA], Kenneth Hornby [A], Bill Ledford [LoA]

**Others Present:** Celinda Cantu [DPH HHS], Kevin Hutchcroft [DPH HHS], Beth Neary [DPH HHS],

**Support Staff Present:** Ali Cone, Jennifer Cust, Dave Jordan, Mark Molnar

### *Draft Minutes*

#### **1. Introductions**

The meeting was called to order at 4:05 pm by Co-Chair Wayne. Everyone introduced themselves and quorum was established.

#### **2. Review/Approve October 10<sup>th</sup>, 2014 DRAFT Agenda – VOTE**

The October 10<sup>th</sup>, 2014 DRAFT Agenda was reviewed and approved by consensus.

#### **3. Review/Approve September 15<sup>th</sup>, 2014 DRAFT Minutes – VOTE**

The September 15<sup>th</sup>, 2014 DRAFT Minutes were reviewed, amended and approved by consensus.

#### **4. Announcements**

- CS Jordan- the group facilitation is nearly scheduled. The week of Nov 20<sup>th</sup> should be the timeline. He will have final confirmation, once he reaches the facilitator.

#### **5. Public Comment**

- None.

#### **6. HIV Health Services Update**

- Celinda Cantu announced:
  - Beth Neary is our new HHS staff person. She will be working on the R.W. Part C grant and contract renewals.
  - HHS is continuing to roll out CQI activities via HIV services throughout the DPH clinics. CQI that are beyond just Ryan White guidelines.
  - ADAP is going to modify their application to include OAHIPP. The State is having a webinar training, Oct 28, 29, and Nov 3<sup>rd</sup> in order for ADAP enrollers to remain certified and also for them to become OAHIPP enrollers. ADAP has been finally implemented mandates for self-certification every 6 months. Before, they would mail out the paperwork, 45 days before, and only say you could renew 30 days prior. Now, as soon as you get it, you can turn it in. Grace periods for ADAP are getting a little bigger window.

## 7. Committee and Work Group Reports- VOTE

*The Committee discussed the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensured linkage of Committee activities to the Full Council.*

- Consumer & Community Affairs
  - CS Molnar announced:
    - CCA received the HCAP report and a reminder that Brian Brophy will not be continuing for much longer.
    - The committee received an update on the status of the next COLA, which targets transgender Latinas at EL/LA. There has been some challenges and we'll be bringing them back to CCA.
    - The committee also discussed 2 of the 3 remaining conclusions from the Need Assessment of MSM crystal meth users. There were recommendations made about connection of mental health and substance use; the committee will wait to see changes from ACA.
    - CCA looked at the service categories psychosocial support and residential mental health. CCA also recommended that the carry-forward funds be used for Ensure supplement.
- GPA
  - CM Sutter announced:
    - The committee reviewed psychosocial support and residential mental health and determined that there should be a presentation to the Full Council from both categories.
    - The committee also looked at Needs Assessment conclusions, for MSM Users of Crystal Meth.
- Membership
  - CM Lee announced:
    - MS. Billie Cooper was renewed. CM Flores was approved for LoA, John Pryor came back from LoA and Kim Gilgenberg-Castillo resigned.
    - The committee directed the staff to start recruiting for African American, Latino and youth council members.
    - There was a change to the policy and procedure for Membership that needs to be approved.
- PLWH Advocacy Group
  - CM Siron reported back that the committee discussed:
    - The facilitation training
    - Motions that were passed by HIV Prevention Council
    - The next step of integration.
    - Membership recruitment for the demographics that are lacking.
- HIV Health Care Reform Task Force
  - Kevin Hutchcroft announced:
    - The Task Force is meeting next Wednesday and will discuss the updated essential health care benefits package from Bill Hirsch as well as possible advocacy uses. The meeting is 3:00- 5:00 at the SFAF.

- CS Molnar- the next meeting will include: Data collection update, ADAP update, OAHIPP update, Mental Health update.

## 8. Policy & Procedure Update- VOTE

- CS Molnar- at the last Membership meeting, the committee was tasked with looking at Membership policy and procedure around renewals and non-renewals of council members. The committee created the following policy which speaks to what happens when a membership decision is not upheld:
- Membership Committee's motions for renewal or nonrenewal will be brought to the next council meeting for discussion and vote. In the case no motion passes Membership, the item is added directly to the agenda of the Full Council, as motion to renew. If the motion to renew does not pass, the member is not renewed.
  - Co-Chair Hicks- the impression I got, was that the Full Council didn't want to be involved in the decision making.
  - CS Molnar- there were two perspectives shared, that membership should handle it all, or that it should go to the larger body. The policy changed in 3 ways: the decision will not go to steering automatically, if Membership doesn't decide it goes to Full Council, and if it's a non-renewal, it stops at Membership to be approved by Full Council.
  - Co-Chair Wayne added that Membership didn't feel comfortable making the only decision about a person's membership, when the committee is so small with only has 6 members. With quorum, there could be 4 people making a membership decision.
  - CS Jordan- I think that part of the problem was that some of the council members didn't realize how contentious the conversation was, and how long it had been going on.
  - CM Sutter noted the importance of preparing the council to make those decision. Last time people felt caught off-guard.
  - CM Lee- I think that non-renewals are uncomfortable, sometimes that has to happen.
  - Co-Chair Hicks- This doesn't happen often, but it's hard to write a policy to take the pain out of this. What I heard over and over, is that the Full Council should not have to deal with this. My sense is that, people felt completely caught off guard. We also don't want a very small group making such a big decision.
  - CM Lee- I agree with what you're saying. We can have council members abstain.
  - Co-Chair Supanich- no policy is going to cover it. This clears the fog a bit. It will get the decision through quickly.
- Motion: Membership Committee's motions for renewal or nonrenewal will be brought to the next council meeting for discussion and vote. In the case no motion passes Membership, the item is added directly to the agenda of the Full Council, as motion to renew. If the motion to renew does not pass, the member is not renewed.
  - Vote: Motion passes. See attached: row [1] for vote breakdown.
- Co-Chair Hicks reminded the committee that items can still come to steering, if a council member would like to add it.

## 9. Transition Team/ HIV Prevention Planning Council Meeting.

- CS Molnar announced that the transition team has not been completely planned out, as the leadership meeting hasn't happened yet. To recap the HIV Prevention Council meeting, the first half was dedicated to a substance use presentation and the second part was planning for the merge. The first motion they passed was reaffirming their position on a merged council and that all motions by either council would be considered recommendations to the Joint Executive Committee.
- They then did their own process to figure out what was most important for the Prevention Council to maintain, once the council is merged. After the discussion they created two recommendations to go

to the Joint Executive Committee. One recommendation dealt with the need for appointed seats and the other was about the council being inclusive of the local epidemic as well as disparities.

- CM Pearce- I'd like us to clear up how we pick mandated seats. Didn't we pick things that were already represented?
- CS Molnar- yes, there are some things that we try to recruit as well. HRSA has about 20 seats that we try to fill.

#### 10. Evaluation Update

- CS Jordan reported that the evaluations were positive. Council member's seemed to enjoy Celinda's presentation and the ability to give a lot of information. People spoke about Council Members using phones during meetings. Also a comment about public behavior.

#### 11. Council Agenda

- CS Molnar introduced the The Full Council Agenda and asked the committee to weigh in on an item. I'm expecting all the CoE's to do a presentation. The presentation is split, so we didn't have to put the whole thing after lunch, as there will be so many visiting providers. The decision is to keep the transition team open for discussion at Full Council, or wait for it to come to Steering first.
  - CM Sutter suggested that the transition team be presented to Steering first.
- CS Molnar suggested changing item #15 to Prevention update, instead.
- Co-Chair Hicks suggested that the Membership policy be included.

#### 12. Next Meeting Dates & Agenda Items

*The next Steering Committee meeting is tentatively scheduled for November 17<sup>th</sup>, 2014 at 25 Van Ness 3<sup>rd</sup> Floor Conference from 4-6pm.*

#### 13. Adjournment

The meeting was adjourned at 5:00 pm by Co-Chair Wayne.

#### Steering Committee

#### HIV Health Services Planning Council

Roll Call: P=Present; A=Absent; E=Excused; L=Leave of Absence

Votes: Votes: Y=Yes; N=No; B=Abstain; R=Recused (deduct from quorum)

Date: Oct 20, 2014	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. Wade Flores (CCA)	LoA	–							
2. Mary Lawrence Hicks (Council Co-Chair)	P	Y							
3. Kenneth Hornby (CCA)	A	–							
4. Bill Ledford (At-Large)	LoA	–							
5. T.J. Lee (Membership)	P	Y							
6. Ken Pearce (GPA)	P	Y							

7. Charles Siron (Membership)	P	Y							
8. Michael Smithwick (At-large)	P	Y							
9. Chip Supanich (Council Co-Chair)	p	Y							
10. Eric Sutter (GPA)	P	Y							
11. Channing Wayne (Council Co-Chair)	P	Y							
12. Rachel Matillano (At-large)	P	Y							
13.									
1.									
2.									
Ayes		9							
Nayes		0							







# HIV Health Services Planning Council

## STEERING COMMITTEE

Monday, November 17<sup>th</sup> 2014

730 Polk St. 3<sup>rd</sup> Floor Project Open Hand Conference Room

4:00 - 6:00 pm

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### *Draft Agenda*

1. Introductions Group 4:00
2. Review/Approve November 17<sup>th</sup> 2014 DRAFT Agenda – VOTE Group 4:02
3. Review/Approve October 20<sup>th</sup> 2014 DRAFT Minutes – VOTE Group 4:05
4. Announcements Group 4:07
5. Public Comment Group 4:10
6. Committee and Work Group Reports Group 4:15

*The Committee will discuss the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensure linkage of Committee activities to the Full Council.*

- Consumer and Community Affairs Update
  - Community Outreach, Listening and Activities Work Group
- Government and Provider Affairs Update
- Membership Committee Update
- PLWH Advocacy Group
- HIV Health Care Reform Task Force Update

7. HIV Health Services Update Bill Blum 4:45
8. Transition Team Operating Agreement – VOTE Group 5:05

*The Committee will review the operating agreement of the Transition Team.*

9. Council Evaluations Update Group 5:35

*The Committee will be provided an overview of the recent Council meeting evaluations.*

10. Council Agenda - VOTE Group 5:50

*The Committee will review the agenda of the next full Council meeting.*

11. Next Meeting Dates & Agenda Items - VOTE Group 5:55

*The Committee will determine the date of its next meeting.*

12. Adjournment Group 6:00

### ***Steering Committee Mission Statement***

***The primary responsibility of the Steering Committee is to oversee the work of all of the Council's active committees and ad hoc committees, as well as interface with representatives from the Department of Public Health HIV Health Services office.***

---

The Steering Committee of the HIV Health Services Planning Council is made up primarily of the co-chairs of the Council's other committees and at-large members. The primary responsibility of the Steering Committee is to oversee the work of all of the Council's active committees and ad hoc committees, as well as interface with representatives from the Department of Public Health HIV Health Services office; it is also responsible for creating and finalizing the agenda for the upcoming Council meeting.

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**THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT  
HIV Health Services Planning Council Offices, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.**



HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday, November 17<sup>th</sup>, 2014  
Project Open Hand Conference Room  
730 Polk Street  
4:00-6:00 pm

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**Committee Members Present:** Wade Flores, Mary Lawrence Hicks (Co-Chair), Kenneth Hornby, T.J. Lee, Ken Pearce, Charles Siron, Eric Sutter, Rachel Matillano, Stacia Scherich

**Other Members Present:** Stacia Scherich

**Committee Members Absent:** Bill Ledford [E], Michael Smithwick [A], Chip Supanich [E-Proxy: Ken Hornby], Channing-Celeste Wayne [A]

**Others Present:** Bill Blum [DPH HHS], Dean Goodwin [DPH HHS], Beth Neary [DPH HHS],

**Support Staff Present:** Ali Cone, Jennifer Cust, Dave Jordan, Mark Molnar

### *Draft Minutes*

#### 1. Introductions

The meeting was called to order at 4:05 pm by Co-Chair Wayne. Everyone introduced themselves and quorum was established.

#### 2. Review/Approve November 17<sup>th</sup>, 2014 DRAFT Agenda – VOTE

The November 17<sup>th</sup>, 2014 DRAFT Agenda was reviewed and approved by consensus.

- #7 will be moved to #6.

#### 3. Review/Approve October 20<sup>th</sup>, 2014 DRAFT Minutes – VOTE

The October 20<sup>th</sup>, 2014 DRAFT Minutes were reviewed, amended and approved by consensus.

#### 4. Announcements

- CM Hornby announced that the first HIV+ and aging workgroup under the LTCCC was held last Monday and it went well. The workgroup is looking to recruit members from different backgrounds.
- CS Jordan announced the upcoming facilitation training, Thursday 10:00am- 1:00pm at SFAF from 3Cc.
- CS Molnar announced that the HHSPC staff would stop providing administrative support for the HIV Health Reform Task Force until they are done working on an essential health benefits pledge for policy makers, as the HHSPC cannot be involved in lobbying. The pledge is important work, and the staff doesn't want to discourage the group from continued work, but it could be a conflict of interest for the staff.
  - o Co-Chair Pearce noted that many of the council members joined because it was a merged group of providers and council members, with the assistance of the staff.
  - o Bill Blum- I think there needs to be a defined line
  - o Co-Chair Hicks spoke about the importance of admin support. Maybe if that issue could be handled separately or under a different group.

#### 5. Public Comment

- None.

## 6. Committee and Work Group Reports- VOTE

*The Committee discussed the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensured linkage of Committee activities to the Full Council.*

- Consumer & Community Affairs
  - CM Flores reported:
    - The committee received a COLA Update
    - The committee reviewed the Service Categories, emergency housing and transitional housing. The committee decided to bring the two categories to GPA for a possible presentation.
  - CS Jordan updated on COLA. There has been some trouble getting the COLA activity going, because EL/LA has very small staff and limited office hours and hasn't been able to confirm participation. There is a tentative date to hold the COLA in the second week of December, although they are still concerned with disclosure issues.
    - CM Hornby suggested holding the COLA at another venue with their clients..
    - CS Jordan- I can bring that up to them.
  - Dean Goodwin suggested getting in touch with a DPH group that works with transgender women of color.
    - CS Molnar- the mandate was specifically around transgender Latina.
- GPA
  - CM Sutter reported:
    - The committee received a presentation from the HPPC Substance Use workgroup, which was great. They have a series of recommendations that are going to the Full Council.
      - CM Pearce- We're going to be promoting this as a vote.
    - The committee reviewed the Conclusions of MSM Crystal Meth Users Needs Assessment and specifically the conclusion related to SROs, which fell into our discussion of Transitional and Emergency Housing. We also agreed with CCA that we should have a presentation from Margot with the government provider to discuss the mapping of emergency housing.
- Membership
  - CM Lee reported:
    - The committee received one applicant, who will be interviewed in January, pending his attendance of a Full Council meeting.
    - There was a proposal to have a Holiday Social and we're waiting to see RSVP response.
- PLWH Advocacy Group
  - CM Siron reported that PLWH didn't meet last month and won't be meeting until Jan.
- HIV Health Care Reform Task Force
  - CM Pearce reported that the task force looked at the draft of the essential health benefits package.
  - CS Jordan- The large part of the meeting was about the EHB document. They also discussed an information process and the possibility of creating an HIV provider Wiki.
  - CM Pearce- a lot of discussion about all of the problems with case management and enrollment. A lot of people are stopping enrollments and other people are being withdrawn,

causing very few enrollers, who are over capacity. There was a list of issues that Lisa Dazols put together, including the need for more OA HIPP enrollment workers.

#### 7. HIV Health Services Update

- Bill Blum announced:
  - HHS submitted the application for Ryan White Part C.
  - DPH is excited to push PREP forward system wide. We are trying to develop a system to have that available at DPH clinics.
  - DPH will be convening a meeting with Mental Health and Substance use providers to see how services could/would/ should change, after the non-specific mental health coverage is defined with Medical.
  - There is changes to standards of care and how they relate to ADAP. The old standard of care used to be CD4, the merging resource indicates that it's much better to do initial disease staging instead. If a patient becomes resistant, then the viral load is looked at.
    - Co-Chair Hicks- Some people are nervous about not checking CD4 levels, but if you have a CD4 count below 500 and an undetectable viral load than you check once a year.
    - CM Lee- what will happen to the savings for not testing?
    - Bill Blum- we may switch around dollars for different components to the contract.
    - CM Pearce- is that a big cost?
    - Co-Chair Hicks- I think that could be some savings.
    - Bill Blum- we won't deny CD4 that is just more current practice.

#### 8. Transition Team Operating

- CS Molnar introduced the operating agreement document. This is a new addition to the merge process. It's a preamble to the part of the transition place where the Steering/ Exec comes together. They will not be weighing in on motions about the merge.
- The transition team will be made up of the 3 co-chairs and a co-chair from each committee. The co-chairs will have to decide who will attend. ON the prevention side will be the 3 co-chairs, 2 at-large member and 1 elected member. There will be 3 non-voting member: Eileen, Mark and Dean. Unlike Care committees in general, only the actual members will be able to vote, but anyone is able to attend and be a part of the discussion. Admin support will come from HHSPC.
- Co-Chair Hicks moved to approve the Transition Work Group DRAFT Operating Agreements. CM Sutter seconded.
  - Vote: Motion Passes.

#### 9. Council Evaluation Update

- CS Jordan reported that the meeting was pretty highly rated. There were comments about how the CoE information was very important. There were some complaints about extra editorializing from the council, which led to time being dragged out and certain presenters needing to cut their presentation sorter.

#### 10. Council Agenda- VOTE

- CS Molnar introduced the Full Council Agenda. There was request for HPPC substance use committee to go before other agenda items, because they have another presentation.

#### 11. Next Meeting Dates & Agenda Items

- The Steering committee recommended not to have a Full Council Meeting in December. Also decided not to have Steering.

*The next Steering Committee meeting is tentatively scheduled for November 17<sup>th</sup>, 2014 at 25 Van Ness 3<sup>rd</sup> Floor Conference from 4-6pm.*

## 12. Adjournment

The meeting was adjourned at 5:10 pm by Co-Chair Wayne.

### Steering Committee

#### HIV Health Services Planning Council

Roll Call: P=Present; A=Absent; E=Excused; L=Leave of Absence

Votes: Votes: Y=Yes; N=No; B=Abstain; R=Recused (deduct from quorum)

Date: Oct 20, 2014	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. Wade Flores (CCA)	P	A							
2. Mary Lawrence Hicks (Council Co-Chair)	P	Y							
3. Kenneth Hornby (CCA)	P	Y							
4. Bill Ledford (At-Large)	E	—							
5. T.J. Lee (Membership)	P	Y							
6. Ken Pearce (GPA)	P	Y							
7. Charles Siron (Membership)	P	Y							
8. Michael Smithwick (At-large)	A	-							
9. Chip Supanich (Council Co-Chair)	E	Y							
10. Eric Sutter (GPA)	P	Y							
11. Channing Wayne (Council Co-Chair)	A	-							
12. Rachel Matillano (At-large)	P	Y							
13. Stacia Scherich	P	Y							
Ayes		9							
Abstain		1							







Hi everyone,

Due to the holiday this month, Steering has been moved to **Thursday, January 22<sup>nd</sup>**. The meeting will be held from 4-6 pm at 730 Polk St. 3<sup>rd</sup> Floor Project Open Hand Conference Room.

Thank you,

Ali

Ali Cone

Program Manager

San Francisco HIV Health Services Planning Council

730 Polk Street, 3rd Floor

San Francisco, CA 94109

Direct: 415.674.4751 Fax: 415.674.0373

[www.sfcarecouncil.org](http://www.sfcarecouncil.org)

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HIV Health Services Planning Council  
STEERING COMMITTEE  
Thursday, January 22<sup>nd</sup> 2015  
San Francisco AIDS Foundation  
1035 Market Street, 3<sup>rd</sup> Floor Swing Space  
4:00 - 6:00 pm

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***Draft Agenda***

1. Introductions Group 4:00
2. Review/Approve January 22<sup>nd</sup> 2015 DRAFT Agenda – VOTE Group 4:02
3. Review/Approve November 17<sup>th</sup> 2014 DRAFT Minutes – VOTE Group 4:05
4. Announcements Group 4:07
5. Public Comment Group 4:10
6. HIV Health Services Update Bill Blum 4:15
7. Committee and Work Group Reports – VOTE Group 4:25

*The Committee will discuss the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensure linkage of Committee activities to the Full Council.*

- Consumer and Community Affairs Update
  - Community Outreach and Listening Activities
- Government and Provider Affairs Update
- Membership Committee Update
- PLWH Advocacy Group Update
- HIV Health Care Reform Task Force Update

8. 2015 Needs Assessment – VOTE Group 4:55

*The Committee will review a motion from CCA regarding the 2015 Needs Assessment.*

9. Evaluation Update Dave Jordan 5:35

*The Committee will be provided an overview of the recent Council meeting evaluations.*

10. Council Agenda Group 5:50

*The Committee will review the agenda for the next full Council meeting.*

11. Next Meeting Dates & Agenda Items Group 5:55

*The next Steering Committee meeting is tentatively scheduled for Thursday, February 19<sup>th</sup> 2015 at 25 Van Ness 3<sup>rd</sup> Floor Conference Room from 4-6 pm.*

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**Steering Committee Mission Statement**

***The primary responsibility of the Steering Committee is to oversee the work of all of the Council's active committees and ad hoc committees, as well as interface with representatives from the Department of Public Health HIV Health Services office.***

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The Steering Committee of the HIV Health Services Planning Council is made up primarily of the co-chairs of the Council's other committees and at-large members. The primary responsibility of the Steering Committee is to oversee the work of all of the Council's active committees and ad hoc committees, as well as interface with representatives from the Department of Public Health HIV Health Services office; it is also responsible for creating and finalizing the agenda for the upcoming Council meeting.

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HIV Health Services Planning Council  
730 Polk Street, 3<sup>rd</sup> Floor, San Francisco, CA 94109  
San Francisco Department of Public Health, HIV Health Services Office  
25 Van Ness Avenue, 5th Floor, San Francisco, CA 94102

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HIV Health Services Planning Council Offices, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.



HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday, January 22<sup>nd</sup>, 2015  
San Francisco AIDS Foundation, Swing Space  
1035 Market Street.  
4:00-6:00 pm

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**Committee Members Present:** Mary Lawrence Hicks (Co-Chair), Kenneth Hornby, T.J. Lee, Ken Pearce, Charles Siron, Michael Smithwick, Chip Supanich (Co-Chair), Eric Sutter, Rachel Lozada

**Other Members Present:**

**Committee Members Absent:** Wade Flores [A], Bill Ledford [E], Channing-Celeste Wayne [E]

**Others Present:** Dean Goodwin [DPH HHS], Beth Neary [DPH HHS]

**Support Staff Present:** Ali Cone, Jennifer Cust, Dave Jordan, Mark Molnar

### ***Draft Minutes***

#### **1. Introductions**

The meeting was called to order at 4:09 pm by Co-Chair Hicks. Everyone introduced themselves and quorum was established.

#### **2. Review/Approve November 17<sup>th</sup>, 2014 DRAFT Agenda – VOTE**

The November 17<sup>th</sup>, 2014 DRAFT Agenda was reviewed and approved by consensus.

#### **3. Review/Approve October 20<sup>th</sup>, 2014 DRAFT Minutes – VOTE**

The October 20<sup>th</sup>, 2014 DRAFT Minutes were reviewed, amended and approved by consensus.

#### **4. Announcements**

- CS Molnar announced that the HHSPC staff will be providing administrative support for the HIV Health Reform Task Force.
- CM Lee spoke about the PREP event.
  - CM Siron asked the committee if the council should have a PREP presentation.
  - Co-Chair Hicks suggested that topic be added to the agenda.
  - Co-Chair Hicks- once the councils are merged, maybe it would be a great agenda idea.
  - CM Lee- I am happy to announce the next PREP forum at the council meeting.
  - Co-Chair Supanich spoke in favor of a PREP presentation.

#### **5. Public Comment**

- None.

#### **6. HIV Health Services Update**

- Dean Goodwin announced:
  - HHS spoke to the Ryan White project manager and the award will be distributed like the previous years, a partial award first and the rest later.
  - There was a Board of Supervisor's budget meeting with a presentation from "Getting to Zero Consortium". Sup. Weiner also asked for an update on the grant funding so the DPH fiscal

leadership did a presentation about the cuts from prevention and other departments. The Ryan White cut is still unknown. There will be another hearing once the cut is known.

## **7. Committee and Work Group Reports- VOTE**

*The Committee discussed the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensured linkage of Committee activities to the Full Council.*

- **Consumer & Community Affairs**
  - CM Hornby reported:
    - There was a COLA update and a discussion of the next Needs Assessment. We ran out of time to do the service category review. There was a large public presence. There was lengthy and contentious conversation about the target population for the Needs Assessment. The discussion was between targeting the API community or doing another HIV and aging Needs Assessment.
      - CS Jordan inquired about the LTCCC's possible Needs Assessment.
      - CM Hornby- the LTCCC HIV and aging workgroup suggested to Tez and Matt that they should try and do their own needs assessment.
      - CM Lee spoke to the importance of another HIV and aging Needs Assessment. He also spoke about the lack of funding for Lets Kick Ass to do their own Needs Assessment. He is working on trying to find funding.
      - CM Sutter inquired about the funding for the HIV and aging Needs Assessment and asked who would be conducting the assessment.
        - CM Lee- noted that if the funding became available maybe the HHSPC staff could conduct the assessment.
    - CS Jordan reported that there will be another Need Assessment targeting African Americans that will be completed by an intern and staff, to fulfill the HRSA 3 year plan.
    - CM Pearce inquired as to why the committee voted for API if there seemed to be such a push for HIV and aging.
      - CS Molnar- there was a push for both sides and also the committee thought that there wasn't updated API information and that population is growing.
- **Membership**
  - CM Lee reported back on the holiday social.
  - CM Siron reported that the membership interview didn't happen as the perspective member was not able to come to the Full Council Meeting.
  - CM Lee- we are still doing outreach for demographics that are lacking.
  - CS Jordan- the next training will be: mentorship, responsibilities and boundaries.
- **PLWH Advocacy Group**
  - Co-Chair Supanich reported that the group spoke about the free muni for those with disabilities and seniors. There was also an update on the Board of Supervisor's Budget committee meeting to discuss the "Getting to Zero" Consortium.
  - Co-Chair Supanich- we also looked at the recommendations from the HPPC and the scope of work of the Transition Team for the merge.
- **Government and Provider Affairs Update**
  - CM Sutter reported that they reviewed the two upcoming presentations: Residential Mental Health and Psycho-Social Support. The committee also looked at the service category Non-Medical Case Management and decided that we didn't need a presentation.

- CM Pearce noted that there was some confusion about Psycho-Social support. There are some services that are clearly psycho-social support that are not under that category.
- Dean Goodwin- HHS categorizes programs based on what the largest amount of the funding is, if they offer various modalities of service. When we look at the service summary sheets, we only look the agencies that receive the most amount of funding for that service category. The council received new service categories in 2007, and there were eliminated categories (client advocacy, etc). There is a description of support groups in psycho-social support, but there are also support groups in mental health and CoEs. The reason we don't track those groups separately- is because we have to report to HRSA the expenditures for categories. If you break all of the items out, it's harder to get reimbursement. Also some of the categories might change with ACA. The numbers for psycho-social support to reflect the UOS of the two agencies that provide the majority of psycho-social support, not all of the agencies that might provide this type of care.
- CM Pearce noted that when the council is confused about service categories than we can't do our jobs properly.
- Dean Goodwin- if you think we need more specific direction you can let us know.
- CM Pearce- There are more than two agencies that provide psycho-social support and when we give money to psycho-social support it just goes to the two agencies, not everyone that provides this service.
- CM Lee suggested that HHS remind us that they will not put out the RFP for the service categories.
- Co-Chair Hicks inquired about the purpose of the service category review.
  - CS Molnar- GPA reviews the service category to see if the Full Council should receive a presentation.
- HIV Health Care Reform Task Force
  - CS Molnar announced that the HIV Health Care Reform Task Force hasn't meet yet but will be meeting next Wednesday.

## 8. Co-Chair Term Extension- VOTE

- CS Molnar spoke to this agenda item as something that came from Co-Chair Wayne. She felt that, because the merge could happen anytime post-summit it might be better to re-elect co-chairs once the merge happens. She wanted to know if there is any interest in creating a motion for this particular year.
  - CM Pearce noted that this wouldn't just apply to the Council co-chairs, but also the members involved in the Joint Exec/ Steering
    - CS Molnar- I think the majority of the work would be completed before the term of the council co-chairs is up.
- CM Siron inquired about how long the extension would be?
  - CS Molnar- it could happen any time after the Summit and the council co-chairs terms are up in September. The longest amount of time for the extension, would only be about two months.
  - CM Siron inquired if the extension would apply to committee co-chairs too.
  - CS Molnar noted that Membership decided to hold off on the reselection until April. CM Lee's idea would be to keep the co-chairs until the reselection.
  - Co-Chair Supanich spoke about the possibility of the merge not happening in January, and then the co-chairs could be in place for a long time.
  - CS Molnar suggested that that could be added to the motion wording.

- CM Pearce suggested that they discuss keeping the committees the same until the merge at the next Membership meeting.
- **CM Lee moved to extend current co-chair terms that are currently up for reelection until December 31<sup>st</sup>, 2015. CM Sutter seconds.**
  - CM Pearce inquired as to why this couldn't be decided on in September when the terms are coming up.
  - Co-Chair Supanich seconded CM Pearce thought. He thinks this should be decided in Fall.
  - CM Lee seconds what Chip says.
- **CM Lee removed the motion to extend co-chair terms that are currently up for reelection until December 31<sup>st</sup>, 2015. CM Sutter removed the second.**

#### 9. 2015 Needs Assessment- VOTE

- CS Molnar introduced the topic and spoke about the second half of the motion, which addresses the possibility of reconvening the HIV and aging workgroup. He spoke about the update to the discussion, which is that the LTCCC does have an HIV and aging workgroup.
  - CM Hornby spoke about the San Francisco village, a virtual community and how the LTCCC HIV and Aging workgroup is going to try and connect the SF village with the HIV and aging community.
  - CM Lee asked what the SF village had to do with a new needs assessment.
  - CM Hornby- HIV and aging community needs a type of virtual community. The director told us that she was interested in working with us.
- CS Jordan summarized the two items in the last motion- one was to target API at the next Needs Assessment and the second item was to speak about the possibility of reconvening the HIV and aging workgroup.
  - Co-Chair Sutter noted that based on the heated discussion, the workgroup was kind of a compromise.
  - CM Pearce suggested splitting up the motions into two. I don't agree that the first has anything to do with the second.
  - CM Lee- I think the API community should still have a Needs Assessment, but the voting at the last meeting was a bit unfair- as the straw-poll vote included DPH, which could have swayed the decisions of the committee.
  - Dean Goodwin- I wasn't at the committee meeting, but usually, a straw poll just gauges the sentiment in the room and I'm sure that's why the DPH people voted. If it's going to be a point of contention, we can speak about us not participating in those things.
  - CM Sutter- Having not been at the meeting, I would like to speak in favor of splitting the motions and in favor of the API Needs Assessment. I think, as a council member I can speak at length about the needs of the HIV and aging community and I'm at a loss for the needs of the API community.
  - **CM Pearce moved to split the motion from CCA (To target API for the next community needs assessment; and to explore the possibility of reconvening the HIV and Aging work group) into two motions. CM Siron seconds.**
    - **Vote: Motion passes. See attached: row [1] for vote breakdown.**
  - CM Lee spoke about the need to be more specific about the needs assessment because there was conversation about focusing on new immigrants who are newly diagnosed.
    - The committee discussed how breaking down the API community would be difficult when trying to recruit, as the community is already fairly small.



- CS Molnar- We can call the needs assessment API while still paying special attention to new immigrants or newly diagnosed.
- **Motion: To target API for the next community needs assessment.**
  - **Vote: Motion Passes.** See attached: row [2] for vote breakdown.
- **Motion: To explore the possibility of reconvening the HIV and Aging work group.**
  - CM Smithwick inquired about how this would differ or be the same as the Lets Kiss Ass work.
    - CS Molnar- unknown at this point, if the workgroup is reconvened, we'd have to decide then.
    - CM Hornby- I think the Lets Kiss Ass group could do the assessment because they have the community in front of them.
  - CM Siron- I would rather the HIV and aging workgroup fall under the LTCCC and not on the council.
  - CM Pearce- This motion is not actually reconvening the workgroup, it's just to start the exploration. This is simply putting back on the table to explore.
  - CM Lee- I would speak in favor of reconvening the workgroup, to keep a pulse of the HIV and aging community. If the workgroup sees a deficiency it can be brought to the Full Council.
  - CM Hornby noted that he thought the public who came to the last meeting wanted a Needs Assessment, not a workgroup.
  - Co-Chair Hicks spoke about all of the work that is going to be coming up with the possible merge. I think it would be better to leave the possibility open, but not commit to reconvening the workgroup.
  - Co-Chair Supanich spoke about the motion, as he was the one who put it forward. My intention was to do the API Needs Assessment and I also wanted to explore what we could do for the HIV and aging community, short of doing a needs assessment. I wanted to speak in support of the HIV and aging community.
  - CM Lee suggested reconvening the workgroup and see if there is any interest from membership. I think if we leave it to explore, we can talk about it at Steering over and over. If the LTCCC is going to be doing a Needs Assessment, it would be good to have an advocacy group.
    - Co-Chair Hicks- I don't feel I can vote to convene the workgroup now. I'm worried that we just don't have the bandwidth. If we're not looking to explore it, I would be voting against it, which I don't want to do that because I care about the community.
  - CM Pearce suggested brining this back to committee.
  - CM Sutter inquired about the function of the workgroup and what information would the group bring back, as we continue to get information from the organizations involved with the HIV and aging population.
    - CM Lee spoke about major issues in the HIV and aging community, around not getting meds, got getting needs met. I think that we should listen and stay connected.
  - Dean Goodwin spoke about the needs of the HIV and aging community and the importance of staying informed. He suggested that part of the medical needs not being met could be explored at the HIV Health Reform taskforce.
    - CM Lee- I think the HIV Health Reform Task Force could be a good place.

- CS Molnar spoke about the possibility of holding a forum that would be different than a workgroup but could still bring up concerns and unmet needs.
- Co-Chair Supanich- when we convene workgroup or taskforces, is that done in steering?
  - CS Molnar- yes.
- Co-Chair Supanich moved to table this and put it back on agenda for next month. CM Hornby seconded.
  - Vote: Motion passes. See attached: row [3] for vote breakdown.

#### 10. Evaluation Update

- CS Jordan noted that it wasn't a very highly attended meeting. The council had good comments about the HPPC substance use workgroup presentation. Some people thought the agenda moved quickly. Someone spoke about people speaking out of turn.

#### 11. Council Agenda

- CS Molnar presented the Full Council agenda. Tracey Packer asked if she could switch with Bill Blum. He mentioned that she would be presenting the HPPC recommendations but did not want to have a Q&A at the meeting, as the agenda item is an update.
  - CM Pearce- I think that is unreasonable to ask people not to discuss. I think we should have it put on another agenda.
- CM Lee spoke in favor of a discussion, as the HHSPC motions were given to them.
  - CS Molnar- our motions were not given to the whole council. Giving them the change to discuss our motions was our process after agreeing to a merge. They have their own process.
  - Dean Goodwin- The process is different for HPPC and HHSPC. Their recommendations were designed to be discussed by the Joint Steering/ Exec. I'm not opposed to questions, but their process was not meant to have the recommendations vetted at the Full Council, but to go with the Joint Exec/ Steering.
  - Co-Chair Supanich noted that the update is only a 20 minute agenda item. .
- Co-Chair Supanich suggested the possibility of a future agenda item to look at council goals that overlap and goals that differ from HPPC.
  - CM Siron suggested having a Q&A at a future meeting, but letting Tracey just update the council at the next Full Council.
  - CS Molnar- I don't know if I can see a Q&A, but maybe a forum for information from both councils.
  - CM Pearce- I would like to have this discussion to hear thoughts from around the rooms. Where there's similarities and differences
  - CS Molnar-do you want this to happen before Joint Steering/ Exec?
  - The committee agreed and wanted it to happen at the Full Council.
  - CS Molnar- will try to get it on the Feb/ March agenda.
  - Dean Goodwin- I would suggest the presentation be shown to HPPC before.

#### 12. Next Meeting Dates & Agenda Items

*The next Steering Committee meeting is scheduled for Thursday, February 19<sup>th</sup>, 2015 at 25 Van Ness 3<sup>rd</sup> Floor Conference Room from 4-6pm.*

#### 13. Adjournment

The meeting was adjourned at 5:50 pm by Co-Chair Hicks.

# Steering Committee

## HIV Health Services Planning Council

Roll Call: P=Present; A=Absent; E=Excused; L=Leave of Absence

Votes: Y=Yes; N=No; B=Abstain; R=Recused (deduct from quorum)

Date: Jan 22nd, 2015	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. Wade Flores (CCA)	A	-	-	-					
2. Mary Lawrence Hicks (Council Co-Chair)	P	Y	Y	Y					
3. Kenneth Hornby (CCA)	P	Y	Y	Y					
4. Bill Ledford (At-Large)	E	-	-	-					
5. T.J. Lee (Membership)	P	Y	Y	Y					
6. Ken Pearce (GPA)	P	Y	Y	Y					
7. Charles Siron (Membership)	P	Y	Y	Y					
8. Michael Smithwick (At-large)	P	Y	Y	Y					
9. Chip Supanich (Council Co-Chair)	P	Y	Y	Y					
10. Eric Sutter (GPA)	P	Y	Y	Y					
11. Channing-Celeste Wayne (Council Co-Chair)	E	-	-	-					
12. Rachel Lozada (At-large)	P	Y	Y	Y					
Ayes		9	9	9					
Abstain									





HIV Health Services Planning Council  
STEERING COMMITTEE

Thursday, February 19<sup>th</sup> 2015

Project Open Hand- 730 Polk St. 3<sup>rd</sup> Floor Conference Room  
4:00 - 6:00 pm

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***Draft Agenda***

1. Introductions Group 4:00
2. Review/Approve February 19<sup>th</sup> 2015 DRAFT Agenda – VOTE Group 4:02
3. Review/Approve January 22<sup>nd</sup> 2015 DRAFT Minutes – VOTE Group 4:05
4. Announcements Group 4:07
5. Public Comment Group 4:10
6. HIV Health Services Update Bill Blum 4:15
7. Committee Assignment and Committee Co-Chair Extension – VOTE Group 4:30

*The Committee will review a motion coming from the Membership Committee.*

8. Committee and Work Group Reports – VOTE Group 5:00

*The Committee will discuss the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensure linkage of Committee activities to the Full Council.*

- Consumer and Community Affairs Update
  - Community Outreach and Listening Activities
- Government and Provider Affairs Update
- Membership Committee Update
- PLWH Advocacy Group Update
- HIV Health Care Reform Task Force Update

9. Evaluation Update Dave Jordan 5:30

*The Committee will be provided an overview of the recent Council meeting evaluations.*

10. Council Agenda Group 5:50

*The Committee will review the agenda for the next full Council meeting.*

11. Next Meeting Dates & Agenda Items Group 5:55

*The next Steering Committee meeting is tentatively scheduled for Monday, March 16<sup>th</sup> 2015 at 25 Van Ness 3<sup>rd</sup> Floor Conference Room from 4-6 pm.*

12. Adjournment Group 6:00

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***The primary responsibility of the Steering Committee is to oversee the work of all of the Council's active committees and ad hoc committees, as well as interface with representatives from the Department of Public Health HIV Health Services office.***

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HIV Health Services Planning Council  
STEERING COMMITTEE  
Thursday, February 19<sup>th</sup>, 2015  
Project Open Hand Conference Room  
730 Polk Street, 3<sup>rd</sup> Floor  
4:00-6:00 pm

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**Committee Members Present:** Wade Flores, Kenneth Hornby, Ken Pearce, Charles Siron, Michael Smithwick, Chip Supanich (Co-Chair)

**Other Members Present:** Stacia Scherich

**Committee Members Absent:** Mary Lawrence Hicks [A], Bill Ledford [E], T.J. Lee [A], Eric Sutter [E], Channing-Celeste Wayne [A], Rachel Lozada [E]

**Others Present:** Beth Neary [HHS], Kevin Hutchcroft [HHS]

**Support Staff Present:** Jennifer Cust, Dave Jordan, Mark Molnar

### *Draft Minutes*

#### 1. Introductions

The meeting was called to order at 4: 09 pm by Co-Chair Supanich. Everyone introduced themselves and quorum was established.

#### 2. Review/Approve January 22<sup>nd</sup>, 2015 DRAFT Agenda – VOTE

The January 22<sup>nd</sup>, 2015 DRAFT Agenda was reviewed and approved by consensus.

#### 3. Review/Approve February 19<sup>th</sup>, 2015 DRAFT Minutes – VOTE

The February 19<sup>th</sup>, 2015 DRAFT Minutes were reviewed, amended and approved by consensus.

#### 4. Announcements

- CM Flores announced that he was elected as Co-Chair of the Marin CARE Council.
- CS Molnar announced that the Council Staff will no longer take minutes at the HIV Health Services Task Force.
- Co-Chair Supanich announced that a group from the University of Chicago will be coming to do a study of Ryan White councils.

#### 5. Public Comment

- None.

#### 6. HIV Health Services Update

- Beth Neary announced that there will be a DPH site check from the State Office of AIDS.

#### 7. Committee Assignment and Committee Co-Chair Extension- VOTE

- CM Siron introduced the motion:
  - To extend committee Co-Chair terms and committee assignments through January 31<sup>st</sup>, 2016 in order to maintain continuity throughout the merge process.
  - If the transition is still in process at the beginning of 2016, Membership will revisit the issue.
    - **VOTE:** Motion passes. See attached: row [1] for vote breakdown.

- CM Flores inquired if there will be an election next year.
- CS Molnar- Yes. Also Committee Co-chairs are allowed to step back from role if they want to.
- Co-Chair Supanich inquired if all of the Co-Chairs had been informed.
  - CM Siron mentioned that he spoke to some of the Co-Chairs and they were on board.

#### **8. Committee and Work Group Reports- VOTE**

*The Committee discussed the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensured linkage of Committee activities to the Full Council.*

- Consumer & Community Affairs
  - CM Flores reported that the committee:
    - Received a COLA update.
    - Decided to do the API Needs Assessment
    - Received an HCAP report back.
      - CM Hornby noted that the committee spoke about the possibility of reconvening the HIV and Aging workgroup and it was decided to go back to public of the last meeting to inquire about their specific goals.
  - Community Outreach Affairs Update
    - CS Jordan reported that the next COLA will be targeting the previously incarcerated population, because the agency who serves transgender Latinas was not ready to collaborate.
- Government and Provider Affairs Update
  - CS Molnar reported that the Committee:
    - Went over the annual presentation calendar and added a few more presentations for the year, including a PrEP presentation.
    - Heard about HIV criminalization laws.
    - Discussed the upcoming presentation on Emergency and Transitional Housing. There was some confusion about what to present and there was a more thorough discussion.
- Membership
  - CM Siron reported that the Committee reviewed the demographic report, and there is still a lack of representation from Latinos and African Americans.
- PLWH Advocacy Group
  - Co-Chair Supanich reported that the committee:
    - Reviewed the information from the HIV Health Reform Task Force.
    - Reviewed the last Transition Team Meeting.

#### **9. Retirement of Mike Smith- VOTE**

- CS Molnar announced that Mike Smith, who is the Executive Director of the AIDS Emergency Fund, is retiring. Bill Hirsh reached out to see if the Council wanted to honor his service in some way.
  - Co-Chair Supanich suggested inviting him to the next meeting and possibly presenting him with something.
  - The committee spoke in favor of honoring his work.



- The committee also spoke about previous and future retirements and about setting a precedent.
- **CM Pearce moved that Council Members be offered the opportunity to be in a photograph that will be presented to Mike in appreciation of his advocacy. That there be a letter of appreciation from the Co-Chairs on behalf of the Council as a whole for his advocacy. CM Siron seconds.**
  - **VOTE: Motion Passes.** See attached: row [2] for vote breakdown.
- **CM Smithwick suggested a photograph and some sort of banner.**
  - **CS Molnar** noted that some Council members don't want their photos taken.

#### **10. Rehabilitation Services Sign-on Letter- VOTE**

- **Co-Chair Supanich** introduced a letter from Mark Misrok who used to be Positive Resource Center. He has asked the Planning Council to sign onto a letter in support of people with HIV and other disabilities having access to effective vocational rehabilitation services to achieve their goals for employment.
  - **CM Smithwick** spoke in support of counselors advocating for jobs, but spoke about the possibility for people being in jeopardy of losing benefits if they start to work.
  - **Co-Chair Supanich** noted that the letter was through the Department of Education.
  - **CM Scherich** spoke about personal experience with vocational rehab and spoke in favor of efforts to make it better.
  - **Co-Chair Supanich** noted that the Committee could decide to sign it or not, and he could also send the concerns to Mike.
  - **CM Pearce** noted that the staff should be make sure its ok with protocol.
    - **CS Molnar-** the Council has weighed in on many state and federal issues in the past, so that is already a precedent.
- **CM Siron moves to support the letter. CM Hornby seconds.**
  - **VOTE: Motion Passes.** See attached: row [3] for vote breakdown.

#### **11. Evaluation Update**

- **CS Jordan** reported that the last meeting was very positive, with a rating of 9.3. There was some conversation about the HPPC topic and, for the most part, the Council appreciated the update and that the conversation didn't become a debate.

#### **12. Council Agenda**

- **CS Molnar** introduced the Full Council Agenda.
- The Committee discussed honoring Michael Baxter and Brad Hume with a moment of silence at the next Full Council Meeting.
- The Committee spoke about previous community members who had passed and how the Council honored them.
  - **CM Siron** spoke about some of Brad Hume's accomplishments.
- **CM Pearce** requested that the idea of having a moment of silence once a year to honor the people who have passed be added to the next Steering Committee Agenda.

#### **13. Next Meeting Dates & Agenda Items**

*The next Steering Committee meeting is scheduled for Monday, March 16<sup>th</sup>, 2015 at 25 Van Ness 3<sup>rd</sup> Floor Conference Room from 4-6pm.*

#### 14. Adjournment

The meeting was adjourned at 5:13 pm by Co-Chair Supanich.

#### Steering Committee

#### HIV Health Services Planning Council

Roll Call: P=Present; A=Absent; E=Excused; L=Leave of Absence

Votes: Y=Yes; N=No; B=Abstain; R=Recused (deduct from quorum)

Date: Feb 19th, 2015	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. Wade Flores (CCA)	P	Y	Y	Y					
2. Mary Lawrence Hicks (Council Co-Chair)	A	-	-	-					
3. Kenneth Hornby (CCA)	P	Y	Y	Y					
4. Bill Ledford (At-Large)	E	-	-	-					
5. T.J. Lee (Membership)	A	-	-	-					
6. Ken Pearce (GPA)	P	Y	Y	Y					
7. Charles Siron (Membership)	P	Y	Y	Y					
8. Michael Smithwick (At-large)	P	Y	Y	Y					
9. Chip Supanich (Council Co-Chair)	P	Y	Y	Y					
10. Eric Sutter (GPA)	E	-	-	-					
11. Channing-Celeste Wayne (Council Co-Chair)	A	-	-	-					
12. Rachel Lozada (At-large)	E	-	-	-					
Stacia Scherich	P	-	Y	Y					
Ayes		6	7	7					
Abstain									



HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday, March 16<sup>th</sup> 2015  
25 Van Ness, Room 330A  
4:00 - 6:00 pm

03-16-15 04:08:03 RCVD

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***Draft Agenda***

- |   |                |
|---|----------------|
| 1. Introductions  | Group 4:00     |
| 2. Review/Approve March 16 <sup>th</sup> 2015 DRAFT Agenda – VOTE     | Group 4:02     |
| 3. Review/Approve February 19 <sup>th</sup> 2015 DRAFT Minutes – VOTE | Group 4:05     |
| 4. Announcements  | Group 4:07     |
| 5. Public Comment   | Group 4:10     |
| 6. HIV Health Services Update   | Bill Blum 4:15 |
| 7. Committee and Work Group Reports – VOTE                            | Group 4:30     |

*The Committee will discuss the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensure linkage of Committee activities to the Full Council.*

- Consumer and Community Affairs Update
  - Community Outreach and Listening Activities
- Government and Provider Affairs Update
- Membership Committee Update
- PLWH Advocacy Group Update
- HIV Health Care Reform Task Force Update
- Transition Team Update

- |                                  |            |
|----------------------------------|------------|
| 8. Transition Team Motions– VOTE | Group 5:00 |
|----------------------------------|------------|

*The Committee will review two motions coming from the Transition Team.*

- |  |            |
|--|------------|
| 9. Eligibility Criteria/Severe Need & Special Populations Definition– VOTE | Group 5:20 |
|--|------------|

*The Committee will review the updated Eligibility Criteria.*

- |   |            |
|---|------------|
| 10. Honoring Community Advocates – VOTE | Group 5:30 |
|---|------------|

*The Committee will continue its discussion regarding HIV+ community advocates who have passed.*

- |                       |                  |
|-----------------------|------------------|
| 11. Evaluation Update | Dave Jordan 5:45 |
|-----------------------|------------------|

*The Committee will be provided an overview of the recent Council meeting evaluations.*

## 12. Council Agenda

Group 5:50

*The Committee will review the agenda for the next full Council meeting.*

## 13. Next Meeting Dates & Agenda Items

Group 5:55

*The next Steering Committee meeting is tentatively scheduled for Monday, April 20<sup>th</sup> 2015 at 25 Van Ness 3<sup>rd</sup> Floor Conference Room from 4-6 pm.*

## 14. Adjournment

Group 6:00

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### ***Steering Committee Mission Statement***

***The primary responsibility of the Steering Committee is to oversee the work of all of the Council's active committees and ad hoc committees, as well as interface with representatives from the Department of Public Health HIV Health Services office.***

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The Steering Committee of the HIV Health Services Planning Council is made up primarily of the co-chairs of the Council's other committees and at-large members. The primary responsibility of the Steering Committee is to oversee the work of all of the Council's active committees and ad hoc committees, as well as interface with representatives from the Department of Public Health HIV Health Services office; it is also responsible for creating and finalizing the agenda for the upcoming Council meeting.

*Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.*

*HIV Health Services Planning Council  
730 Polk Street, 3<sup>rd</sup> Floor, San Francisco, CA 94109  
San Francisco Department of Public Health, HIV Health Services Office  
25 Van Ness Avenue, 5th Floor, San Francisco, CA 94102*

*The meeting facility is wheelchair accessible. The closest accessible BART Station is Civic Center, three blocks from City Hall. Accessible MUNI lines serving this location are: #47 Van Ness, and the #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142. There is accessible parking in the vicinity of City Hall at Civic Center Plaza and adjacent to Davies Hall and the War Memorial Complex.*

*In order to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products.*

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*The Planning Council has several standing Committees where Council business and creation of motions for full-Council action occur, and members of the public are urged to attend. Council procedures do not permit: 1) persons in the audience at Council meeting to vocally express support or opposition to statements by Council members or by other persons testifying, outside of public comment; 2) ringing and use of cell phones, pagers, and similar sound-producing electronic devices; 3) signs to be brought into the meeting or displayed in the room; 4) standing in the meeting room. Citizens are encouraged to testify at Committee meetings and to write letters to the co-chairs of a Committee or to Council members, c/o HIV Health Services*

*Planning Council, 730 Polk Street, 3rd Floor, San Francisco, CA 94109. Agendas are available on the Internet at <http://www.sfcarecouncil.org>.*

*THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT  
HIV Health Services Planning Council Offices, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.*





HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday, March 19<sup>th</sup>, 2015  
HIV Health Services  
25 Van Ness, Room 300A  
4:00-6:00 pm

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**Committee Members Present:** Wade Flores, Mary Lawrence Hicks (Co-Chair), T.J. Lee, Michael Smithwick, Chip Supanich (Co-Chair), Eric Sutter,

**Other Members Present:**

**Committee Members Absent:**

**Others Present:** Dean Goodwin [HHS], Beth Neary [HHS],

**Support Staff Present:** Ali Cone, Jennifer Cust, Mark Molnar

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### *Draft Minutes*

#### **1. Introductions**

The meeting was called to order at 4:03 pm by Co-Chair Supanich. Everyone introduced themselves and quorum was established.

#### **2. Review/Approve March 19<sup>th</sup>, 2015 DRAFT Agenda – VOTE**

The March 19<sup>th</sup>, 2015 DRAFT Agenda was reviewed and approved by consensus.

#### **3. Review/Approve February 19<sup>th</sup>, 2015 DRAFT Minutes – VOTE**

The February 19<sup>th</sup>, 2015 DRAFT Minutes were reviewed, amended and approved by consensus.

#### **4. Announcements**

- Co-Chair Supanich announced that 3 consultant firms responded for the Transition Team interview.

#### **5. Public Comment**

- None.

#### **6. HIV Health Services Update**

- Dean Goodwin announced that there is still no part A award. He also noted that they will start working on 75/25 waiver soon.
  - CS Molnar noted the 3 year plan is coming to a close and inquired how the Council should proceed before the next 3 year plan.
    - Dean Goodwin noted that HHS has yet to receive any guidance. He said there may be an option to follow the States comprehensive plan.

#### **7. Committee and Work Group Reports- VOTE**

*The Committee discussed the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensured linkage of Committee activities to the Full Council.*

- Consumer & Community Affairs

- CM Flores reported that CCA is on schedule with the Needs Assessment. The committee also received the HCAP report and reviewed two service categories: Legal, and Emergency Financial Assistance.
- Community Outreach Affairs Update
  - CS Molnar announced that CS Jordan has started connecting with API Wellness Center to collaborate on the Needs Assessment. He reported that he has a set up a meeting for the African American Needs Assessment as well. The previously incarcerated COLA will be in April.
- Government and Provider Affairs Update
  - CM Sutter reported that the committee received a presentation on substance use and social stigmas, and a presentation on food services. The committee also discussed the upcoming presentation on Emergency and Transitional Housing and figured out what the presentation will cover.
- Membership
  - Cancelled this month.
- PLWH Advocacy Group
  - Cancelled this month.
- HIV Health Care Reform Task Force Update
  - The meeting has yet to happen.
- Transition Team Update
  - Co-Chair Supanich reported that the Committee decided to hire a consultant for the Joint Steering/ Exec. The team also received a presentation on funding streams from both HPPC and HHSPC and a presentation about HHSPC Council Support.

#### **8. Transition Team Motions- VOTE**

- CS Molnar introduced the motions and inquired if there should be a motion put forwarded and seconded, or if it should just be on the table.
- CM Lee inquired about the work of the consultant.
  - Dean Goodwin spoke about the specifics of the consultant interviews. The Transition Team wanted specific things, including having a consistent consultant, having someone who has worked with council's before. The contract is for 8-10 months.
- CS Molnar- the Joint Steering/Exec work has not been defined yet and will be discussed at the next meeting.
- The committee discussed if the facilitator would facilitate the entire meeting or just the merge discussion.
  - Co-Chair Supanich- My thinking is that we would only need them to facilitate the merge portion of the meeting. We would just need to let the possible consultant know that we do not have the defined structure yet.
- Co-Chair Hicks noted that one of the things we want the consultant to provide is to be able to produce documents, for the bi-laws etc. They also need to have skills with facilitation. This will be a special task that we're asking the consultant to do both things.
  - Dean Goodwin- for the portions of the tasks that we're unsure of, we didn't include in the contract.
- Co-Chair Hicks moved:
  - To hire a consultant for the Joint Steering/ Exec Committee.



- To form an ad hoc committee to do initial interview of consultants to bring back candidates for Transition Team. The ad hoc group will be Co-Chairs of the Transition Team and two reps: one from CARE and one from HPPC. CM Lee seconded.
  - VOTE: Motion Passes. See attached: row [1] for vote breakdown.

- CS Molnar inquired if the motions for a consultant should be approved by Steering, or go to Full Council, since the interviews will be done on Thursday, before the Full Council Meeting.
- The committee agreed to approve at the Full Council.

#### 9. Honoring Community Advocates- VOTE

- CS Molnar introduced the motion surrounding honoring community advocates that came from the previous steering meeting:
  - CM Pearce moved that Council Members be offered the opportunity to be in a photograph that will be presented to Mike in appreciation of his advocacy. That there be a letter of appreciation from the Co-Chairs on behalf of the Council as a whole for his advocacy.
- CM Sutter inquired if a photo had been done before?
  - The committee agreed that it had not.
- Co-Chair Hicks spoke in favor of the photo.
- CM Smithwick noted that the photo could add a human touch to the recognition.
- CM Sutter and CM Lee noted that they support removing the photo.
- CM Flores Moved to give Mike Smith a certificate of appreciation. T.J. Lee seconded.
  - VOTE: Motion passes. See attached: row [2] for vote breakdown.

#### 10. Council Agenda

- CS Molnar introduced the Council Agenda. The Council Agenda was approved.

#### 11. Next Meeting Dates & Agenda Items

*The next Steering Committee meeting is scheduled for Monday, April 20<sup>th</sup>, 2015 at 25 Van Ness 3<sup>rd</sup> Floor Conference Room from 4-6pm.*

#### 12. Adjournment

The meeting was adjourned at 4:44pm by Co-Chair Supanich

#### Steering Committee

##### HIV Health Services Planning Council

Roll Call: P=Present; A=Absent; E=Excused; L=Leave of Absence

Votes: Y=Yes; N=No; B=Abstain; R=Recused (deduct from quorum)

Date: March 16th, 2015	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. Wade Flores (CCA)	P	Y	Y						
2. Mary Lawrence Hicks (Council Co-Chair)	P	Y	Y						

3. <b>Kenneth Hornby</b> (CCA)	E	-	-						
4. <b>Bill Ledford</b> (At-Large)	E	-	-						
5. <b>T.J. Lee</b> (Membership)	P	Y	Y						
6. <b>Ken Pearce</b> (GPA)	A	-	-						
7. <b>Charles Siron</b> (Membership) <b>Proxy: TJ Lee</b>	E	Y	Y						
8. <b>Michael Smithwick</b> (At-large)	P	Y	Y						
9. <b>Chip Supanich</b> (Council Co-Chair)	P	Y	Y						
10. <b>Eric Sutter</b> (GPA)	P	Y	Y						
11. <b>Channing-Celeste Wayne</b> (Council Co-Chair)	A	-	-						
12. <b>Rachel Lozada</b> (At-large)	E	-	-						
<b>Ayes</b>		7	7						
<b>Abstain</b>									



HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday, April 20<sup>th</sup> 2015  
25 Van Ness, Room 330A  
4:00 - 6:00 pm

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***Draft Agenda***

1. Introductions Group 4:00
2. Review/Approve April 20<sup>th</sup> 2015 DRAFT Agenda – VOTE Group 4:02
3. Review/Approve March 16<sup>th</sup> 2015 DRAFT Minutes – VOTE Group 4:05
4. Announcements Group 4:07
5. Public Comment Group 4:10
6. HIV Health Services Update Bill Blum 4:15
7. Committee and Work Group Reports – VOTE Group 4:30

*The Committee will discuss the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensure linkage of Committee activities to the Full Council.*

- Consumer and Community Affairs Update
  - Community Outreach and Listening Activities
- Government and Provider Affairs Update
- Membership Committee Update
- PLWH Advocacy Group Update
- HIV Health Care Reform Task Force Update
- Transition Team Update

8. Transition Team Motions– VOTE Group 4:50

*The Committee will review three motions coming from the Transition Team.*

9. Joint Leadership Work Group – VOTE Group 5:15

*The Committee will review the operating agreements for the Joint Leadership Work Group.*

10. Eligibility Criteria/Severe Need & Special Populations Definition– VOTE Group 5:40

*The Committee will review the updated Eligibility Criteria.*

11. Evaluation Update Dave Jordan 5:45

*The Committee will be provided an overview of the recent Council meeting evaluations.*

## 12. Council Agenda

Group 5:50

*The Committee will review the agenda for the next full Council meeting.*

## 13. Next Meeting Dates & Agenda Items

Group 5:55

*The next Steering Committee meeting is tentatively scheduled for Thursday, May 28<sup>th</sup> 2015 at 25 Van Ness 3<sup>rd</sup> Floor Conference Room from 5-6 pm. The Joint Leadership Work Group will occur from 4-5 pm. The Executive Committee of the HIV Prevention Council will occur from 3-4 pm.*

## 14. Adjournment

Group 6:00

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### **Steering Committee Mission Statement**

***The primary responsibility of the Steering Committee is to oversee the work of all of the Council's active committees and ad hoc committees, as well as interface with representatives from the Department of Public Health HIV Health Services office.***

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730 Polk Street, 3<sup>rd</sup> Floor, San Francisco, CA 94109  
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25 Van Ness Avenue, 5th Floor, San Francisco, CA 94102

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*at Committee meetings and to write letters to the co-chairs of a Committee or to Council members, c/o HIV Health Services Planning Council, 730 Polk Street, 3rd Floor, San Francisco, CA 94109. Agendas are available on the Internet at <http://www.sfcarecouncil.org>.*

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HIV Health Services Planning Council Offices, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.*





## HIV Health Services Planning Council

### STEERING COMMITTEE

Monday, April 20<sup>th</sup>, 2015

HIV Health Services

25 Van Ness, Room 300A

4:00-6:00 pm

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**Committee Members Present:** Mary Lawrence Hicks (Co-Chair), Bill Ledford, T.J. Lee, Charles Siron, Michael Smithwick, Chip Supanich (Co-Chair), Eric Sutter

**Other Members Present:**

**Committee Members Absent:** Wade Flores [E], Kenneth Hornby [LoA], Ken Pearce [A], Channing-Celeste Wayne [A], Rachel Lozada [LoA]

**Others Present:** Dean Goodwin [HHS], Kevin Hutchcroft [HHS], Beth Neary [HHS]

**Support Staff Present:** Ali Cone, Jennifer Cust, Mark Molnar

### *Draft Minutes*

#### 1. Introductions

The meeting was called to order at 4:03 pm by Co-Chair Supanich. Everyone introduced themselves and quorum was established.

#### 2. Review/Approve April 20<sup>th</sup>, 2015 DRAFT Agenda – VOTE

The April 20<sup>th</sup>, 2015 DRAFT Agenda was reviewed and approved by consensus.

#### 3. Review/Approve March 19<sup>th</sup>, 2015 DRAFT Minutes – VOTE

The March 19<sup>th</sup>, 2015 DRAFT Minutes were reviewed, and approved by consensus.

#### 4. Announcements

- CS Molnar announced that in May there will be a couple date changes: Steering will be May 28<sup>th</sup> and will be the first 3 hour long Joint Steering/Executive meeting. Because of the Holiday, the Full Council meeting will be May 18<sup>th</sup>.

#### 5. Public Comment

- None.

#### 6. HIV Health Services Update

- Dean Goodwin announced:
  - HHS received the RW Part B award and it was exactly as it was last year. We still haven't received our Part A award. The 75/25 Waiver is due at the end of June and It's a good idea to have it, whether we need it or not. We will be coming to the Council asking for a letter of support for a funding opportunity from the CDC for PrEP.

#### 7. Committee and Work Group Reports- VOTE

*The Committee discussed the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensured linkage of Committee activities to the Full Council.*

- Consumer & Community Affair
  - CS Jordan reported:
    - CCA discussed the upcoming COLA's and Needs Assessments.
    - The COLA for previously incarcerated will be April 29<sup>th</sup>, at the Kinney Hotel at 10:30 am.
    - We are also working on our next COLA, which CS Cust will be heading up, targeting Women and Families.
    - The next Needs Assessment Workgroup targeting API will be April 30<sup>th</sup> at 3:00 pm.
    - We recently held our workgroup for the African American Needs Assessment, where we developed the interview guide and survey instrument for our intern to do one-on-one interviews.
    - We also received our HCAP report from Gina.
  - Community Outreach Affairs Update:
    - Included in CCA report back.
- Government and Provider Affairs Update
  - CM Sutter reported:
    - GPA didn't review service categories this month.
    - The committee received two presentation: one around the Food Security Council from Paula Jones, and one around housing for people living with HIV by Margot Antonetty and Bruce Ito.
- Membership
  - CM Siron reported:
    - Membership approved an LoA for Kenneth Hornby and Rachel Lozada, a renewal for Matthew Geltmaker.
- PLWH Advocacy Group
  - CM Supanich reported:
    - PLWH discussed the motions coming from the Transition Team at length, so that everyone could understand the details. There was agreement around the table that the motions were good ideas.
    - The committee also talked about the upcoming Joint Leadership Workgroup, including the operating agreements.
    - The issue of proxy voting was discussed as it is important for HIV community. Prevention won't have proxy voting until it is changed in their by-laws.
- HIV Health Care Reform Task Force Update
  - Kevin Hutchcroft reported:
    - The Front Line Worker meeting is set for May 7<sup>th</sup>. The Taskforce also looked over the EHB document, as it is near its final stage. It was announced that Andy Scheer will be stepping down as Co-Chair.
- Transition Team Update
  - Co-Chair Supanich reported:
    - The Transition Team met for the final meeting at the end of March.
    - A small group of the leadership met afterwards and worked on a Joint Operating Agreement for the Joint Leadership Workgroup.



- Y's Change was chosen as the consulting firm. We're meeting with the consultant May 7<sup>th</sup>.
- The first meeting of the Joint Leadership Workgroup will be May 28<sup>th</sup>.

#### 8. Transition Team Motions- VOTE

- Co-Chair Hicks introduced the motions that came from the Transition Team Meeting.
  - CM Lee moved to approve Motion #1: To form a Joint Steering/ Executive Committee that consists of eight representatives from HHSPC (six representatives from the Subcommittee Co-Chairs in Steering and two At-large Members) and up to eight representatives from HPPC (the current five Executives Members and an additional three At-large Members). CM Sutter seconded.
    - CM Siron- at first he didn't support this motion and then once it was thoroughly explained, it made more sense. There are only two votes from the at-large membership, even if there are 3 or 4 members.
    - VOTE: Motion passes. See attached: row [1] for vote breakdown.
  - CM Lee to approve Motion #2: To have a three hour Joint Steering/ Executive Committee Meeting held once a month where each Council would have one hour of their own business and one hour of joint business. CM Ledford seconded.
    - CM Ledford inquired if the three hour meeting would be happening monthly until the merge
    - CS Molnar- yes.
    - VOTE: Motion passes. See attached: row [2] for vote breakdown.
  - CM Lee moved to approve Motion #3: To have Y's Change be the Consultant Firm to facilitate the Joint Steering/ Executive meetings. CM Siron seconded.
    - VOTE Motion passes. See attached: Row [3] for vote breakdown.

#### 9. Joint Leadership Work Group- VOTE

- CS Molnar introduced the Joint Leadership Work Group Operating Agreements.
  - Co-Chair Supanich moved to approve the Joint Leadership Workgroup Operating Agreements. CM Lee seconded.
  - CM Siron inquired if other members who are not on the Joint Steering/ Executive could vote if they attend the meeting.
    - CS Molnar noted that they could during their respective portion of the meeting.
  - CM Lee inquired about the proxy voting and if it's in the Operating Agreements.
    - CS Molnar- it's not in the operating agreements, but our proxy policy will be honored.
    - Co-Chair Hicks noted that it was a discussion at the Joint Leadership Meeting.
    - CM Lee inquired if that should be something on paper.
    - The committee agreed that it didn't need to be, as it was in policies and procedures.
    - VOTE: Motion passes. See attached: Row [4] for vote breakdown.

#### 10. Eligibility Criteria/ Severe Need & Special Populations Definition- VOTE

- CS Molnar introduced the Eligibility Criteria/ Severe Need & Special Populations Definition and explained why the committee was voting on it again. The last definition had 138% of Federal Poverty Line as the severe need definition, instead of 150%.
  - Co-Chair Hicks inquired about the change.
  - Dean Goodwin- 150% is what is written into our CoE RFP.

- **CM Siron moved to approve the Eligibility Criteria/ Severe Need & Special Populations Definition.**  
**CM Lee seconded.**
  - **Vote: Motion Passes.**

## 11. Evaluation Update

- CS Jordan reported on the evaluations from the last Full Council Meeting. He noted that there is one consistent comment about the State Office of AIDS and how Liz just reads the report back. There was also a note that Criminalization of HIV presentation was not pertinent. Finally, there was a comment inquiring about the need for four staff members, if they all aren't actively participating during the meeting.
  - The committee suggested Liz Hall speak about the OA report in terms of how it relates to the local San Francisco landscape.
    - Co-Chair Hicks- I'm not sure she knows the local landscape, as she receives information about the whole state.
  - CM Smithwick suggested she included a PowerPoint.
    - CS Jordan- it's not so different than the HHS presentation, which doesn't have a PowerPoint.
  - CM Siron- The problem I'm having is that we don't know the implications for San Francisco.
    - Co-Chair Hicks suggested taking a look at the report before, and come up with questions about the local implications, as it is sent beforehand.
  - CS Jordan suggested the possibility of treating it like another presentation at GPA and coming up with questions.
    - CM Lee- I don't think it's feasible to run it through GPA, because it's produced right before she sends it..
  - Dean Goodwin noted that Liz is very helpful and noted that her role is to give us updates. She would probably be open to suggestions.
  - Co-Chair Supanich noted that the Council might need to do their own work to make the connection between state and local levels. He also noted that the presentation should be reviewed or it might fall on deaf ears.
  - CS Molnar- I could provide her the feedback and see what she says. I would be strongly against removing it from the agenda.
  - Beth Neary- I think that's the general way that the State Office of Aids presents.
  - CS Cust suggested that Council Members ask her the implications and she could report back once we receive the information.
  - Dean Goodwin noted that Liz typically sends the updates early, and gives us time to review and ask questions. I'm looking at the update for the next meeting and it's pretty dry and may not have direct local implications.
  - Co-Chairs Hicks inquired if the report is in early, could be handed out at Steering or GPA to discuss and ask questions.
    - CS Molnar- if they're that early, we could certainly bring them to Steering or GPA.
  - CM Ledford asked staff to send out the State Office of AIDs report when it's received so Council could take a look.
  - CM Siron inquired if each OA report could be added to subcommittee agenda.
    - CS Molnar noted that he'll build the OA report into the GPA agenda.

## 12. Council Agenda

- CS Molnar introduced the Council Agenda. The Council Agenda was approved.
  - Co-Chair Hicks inquired if the housing presentation could go longer than 30 minutes.

- Co-Chair Supanich thought it would be enough time if it's framed the right way.
- CS Molnar- I also think all questions should be held at the end.

### 13. Next Meeting Dates & Agenda Items

The next Steering Committee meeting is scheduled for Monday, May 28<sup>th</sup>, 2015 at 25 Van Ness 3<sup>rd</sup> Floor Conference Room from 4-6pm.

- Come up with the Summit Date.

### 14. Adjournment

The meeting was adjourned at 5:15 pm by Co-Chair Supanich

#### Steering Committee

#### HIV Health Services Planning Council

Roll Call: P=Present; A=Absent; E=Excused; L=Leave of Absence

Votes: Y=Yes; N=No; B=Abstain; R=Recused (deduct from quorum)

Date: April 20th, 2015	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. Wade Flores (CCA)	E	-	-	-	-	-			
2. Mary Lawrence Hicks (Council Co-Chair)	P	Y	Y	Y	Y	Y			
3. Kenneth Hornby (CCA)	LoA	-	-	-	-	-			
4. Bill Ledford (At-Large)	P	Y	Y	Y	Y	Y			
5. T.J. Lee (Membership)	P	Y	Y	Y	Y	Y			
6. Ken Pearce (GPA)	A	-	-	-	-	-			
7. Charles Siron (Membership) Proxy: TJ Lee	P	Y	Y	Y	Y	Y			
8. Michael Smithwick (At-large)	P	Y	Y	Y	Y	Y			
9. Chip Supanich (Council Co-Chair)	P	Y	Y	Y	Y	Y			
10. Eric Sutter (GPA)	P	Y	Y	Y	Y	Y			
11. Channing-Celeste Wayne (Council Co-Chair)	A	-	-	-	-	-			
12. Rachel Lozada (At-large)	LoA	-	-	-	-	-			

Ayes	7	7	7	7	7			
Abstain								



## HIV Health Services Planning Council

### STEERING COMMITTEE

Thursday, May 28<sup>th</sup>, 2015

San Francisco AIDS Foundation

1035 Market Street, Swing Space

5:00-6:00 pm

**Committee Members Present:** Wade Flores, Ron Hernandez, T.J. Lee, Charles Siron, Michael Smithwick, Chip Supanich, Eric Sutter

**Committee Members Absent:** Mary Lawrence Hicks [A], Kenneth Hornby [A], Ken Pearce [A], Rachel Lozada [Loa]

**Others Present:** Dean Goodwin [HHS] Jose Luis Guzman [HPPC], Kevin Hutchcroft [HHS], Andrew Lope [HPPC], Eileen Loughran [HPPC], Oscar Macias [HPPC], Beth Neary [HHS], Laura Thomas [HPPC]

**Support Staff Present:** Ali Cone, Jennifer Cust, Mark Molnar

### *Draft Minutes*

#### 1. Introductions

The meeting was called to order at 4:03 pm by Co-Chair Supanich. Everyone introduced themselves and quorum was established.

#### 2. Review/Approve May 28<sup>th</sup>, 2015 DRAFT Agenda – VOTE

The May 28<sup>th</sup>, 2015 DRAFT Agenda was reviewed and approved by consensus.

#### 3. Review/Approve April 20<sup>th</sup>, 2015 DRAFT Minutes – VOTE

The April 20<sup>th</sup>, 2015 DRAFT Minutes were reviewed, and approved by consensus.

#### 4. Announcements

- None.

#### 5. Public Comment

- None.

#### 6. HIV Health Services Update

- Dean Goodwin announced:
  - We still have not received the Ryan White Part A award. HHS has heard from HRSA project officer that it will be close to flat funding. Our next HRSA call will be next month.

#### 7. Committee and Work Group Reports- VOTE

*The Committee discussed the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensured linkage of Committee activities to the Full Council.*

- Consumer & Community Affair
  - CM Flores reported that CCA went over the Needs Assessments targeting API and African Americans. The committee also reviewed the Referral, Outreach and Facility Based Health Care service categories.
  - Community Outreach Affairs Update: covered above.

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- Government and Provider Affairs Update
  - CS Molnar- GPA looked at the service categories: Referral, Outreach and Facility Based Health Care to see if they needed a presentation. The committee and staff decided that we should have an overview.
- Membership Committee Update:
  - CM Siron reported that the Membership meeting was cancelled, but the meeting prior included a motion to approve CM Geltmaker and an approval of 2 leave of absences.
- PLWH Advocacy Group
  - CM Supanich reported that the Committee recommended a motion for allocation of any funds that may be freed from the transition from RW to ACA.
  - CS Molnar explained the funding allocation and how the motions travel through committee.
    - Andrew Lopez inquired about the process of motions travelling through committees.
      - Laura Thomas and CS Molnar explained that the motions could be approved or amended by each committee, as a way for each Council member to have input on each motion.
    - Jackson Bowman inquired about the Summit and if it was open to the public.
      - CS Molnar encouraged everyone to come to the summit.
- HIV Health Care Reform Task Force Update
  - Kevin Hutchcroft reported:
    - The EHB document is in its final phase.
    - The Frontline Organizing Group had a meeting May 7<sup>th</sup> and it was quite successful. 60 frontline workers attended. HHS is going to take a step back and let the group create their own network.
      - CM Hernandez inquired if anything new came up.
        - Kevin Hutchcroft- A lot of new information came up. Housing and psychiatric needs were reiterated. There were also issues of professional development.
        - CS Molnar- some of the frontline workers brought up a need for training on navigating ACA and system of care.
      - CM Sutter inquired if there was any mention of high turnover at different agencies and how that contributes to training.
        - Kevin Hutchcroft- there was concern about turnover and pay.

## 8. Essential Health Benefits- VOTE

- CS Molnar presented the, "San Francisco HIV Essential Health Benefits" document that was created out of the HIV Health Care Reform Task Force. This document is to be used to talk to policy makers to describe the need for essential HIV health benefits in San Francisco. This is a tool to be able to education the board of supervisors and the mayor when determining funding. Every service category is listed in the document, as well as other services. The HIV Health Care Reform Task Force is asking for our support.
- CM Sutter moved to have the HIV Health Service Council support the "San Francisco HIV Essential Health Benefits" document. Co-Chair Supanich seconded.
  - VOTE: Motion passes. See attached: row [1] for vote breakdown.

## 9. HHSPC Summit- VOTE

- CS Molnar noted that the consensus was to have the Summit August 28<sup>th</sup>.
- CM Lee moved to have the Annual Prioritization and Allocation Summit on August 28<sup>th</sup>. CM Sutter seconded.

- o VOTE: Motion passes. See attached: row [2] for vote breakdown.
- o CM Hernandez inquired if everyone's heart was set on Friday.
- o The committee agreed to go with the August 28<sup>th</sup> date.

#### 10. Next Meeting Dates & Agenda Items

The next Steering Committee meeting is scheduled for Thursday, June 18<sup>th</sup>, 2015 at 25 Van Ness 3<sup>rd</sup> Floor Conference Room from 5-6pm. The Joint Leadership Work group will occur from 4-5pm. The Executive Committee of the HIV Prevention Council will occur from 3-4 pm.

- CM Lee inquired about the third Thursday as the ongoing date, as he had a conflict.
- CS Cone noted that it isn't necessarily ongoing, but it was the date that worked for all parties.

#### 11. Adjournment

The meeting was adjourned at 5:37 pm by Co-Chair Supanich.

#### Steering Committee HIV Health Services Planning Council

Date: May 28th, 2015	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. Wade Flores (CCA)	P	Y	Y						
2. Mary Lawrence Hicks (Council Co-Chair)	A	-	-						
3. Kenneth Hornby (CCA)	P	Y	Y						
4. Bill Ledford (At-Large)	E	-	-						
5. T.J. Lee (Membership)	P	Y	Y						
6. Ken Pearce (GPA)	A	-	-						
7. Charles Siron (Membership) Proxy: TJ Lee	P	Y	Y						
8. Michael Smithwick (At-large)	P	Y	Y						
9. Chip Supanich (Council Co-Chair)	P	Y	Y						
10. Eric Sutter (GPA)	P	Y	Y						
11. Channing-Celeste Wayne (Council Co-Chair)	A	-	-						
12. Rachel Lozada (At-large)	LoA	-	-						
Ayes		7	7						







HIV Health Services Planning Council  
STEERING COMMITTEE  
Thursday, June 18<sup>th</sup>, 2015  
San Francisco AIDS Foundation  
1035 Market Street, Swing Space  
5:00-6:00 pm

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**Committee Members Present:** Ron Hernandez, Bill Ledford, T.J. Lee, Ken Pearce, Chip Supanich, Eric Sutter

**Committee Members Absent:** Wade Flores [A], Mary Lawrence Hicks [A], Kenneth Hornby [A], Rachel Lozada [LoA], Charles Siron [E], Michael Smithwick [A], Channing-Celeste Wayne [E]

**Others Present:** Dean Goodwin [HHS] Jose Luis Guzman [HPPC], Kevin Hutchcroft [HHS], Andrew Lopez [HPPC], Eileen Loughran [HPPC], Oscar Macias [HPPC], Beth Neary [HHS], Laura Thomas [HPPC]

**Support Staff Present:** Ali Cone, Jennifer Cust, Mark Molnar

### *Draft Minutes*

#### 1. Introductions

The meeting was called to order at 4:03 pm by Co-Chair Supanich. Everyone introduced themselves and quorum was established.

#### 2. Review/Approve May 28<sup>th</sup>, 2015 DRAFT Agenda – VOTE

The May 28<sup>th</sup>, 2015 DRAFT Agenda was reviewed and approved by consensus.

#### 3. Review/Approve June 18<sup>th</sup>, 2015 DRAFT Minutes – VOTE

The June 18<sup>th</sup>, 2015 DRAFT Minutes were reviewed, and approved by consensus.

#### 4. Announcements

- Co-Chair Supanich announced that there will be a 25 year anniversary celebration for the Americans with Disabilities Act at City Hall.

#### 5. Public Comment

- None.

#### 6. HIV Health Services Update

- Dean Goodwin presented the, "SFPDPH HHS Director's Report SF HHSPC Steering Committee June 18, 2015," which included:
  - Ryan White Related
    - HHS has received the Ryan White Part A award for FY 15/16, with a slight increase of nearly \$7,000.
    - Ken Pearce- Do the other counties not take out admin costs from RW Part A?
      - Dean Goodwin- the amounts are the same as last year.
      - CS Molnar noted that COLA costs in the other counties are billed to the CARE council.
  - San Francisco to receive acknowledgement from HRSA
    - HRSA is commemorating the 25<sup>th</sup> anniversary of RW funding and SF will be highlighted in a video.

- HHS Ryan White Funded Program Site Visits
- Unexpended RWPA funding from FY-2014
  - Not yet final, but anticipated to be about \$482,000
- HRSA SPNS:
  - Non-competing continuation renewals for both SPNS programs were submitted June 3<sup>rd</sup>.
- RWPC:
  - We were one of 53 Part C funded programs who applied for a one year capacity development grant.
- Resource Guide and Website Updates:
  - Cover of the guide has arrived. The draft will be available in the next couple of weeks.

## 7. Committee and Work Group Reports- VOTE

*The Committee discussed the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensured linkage of Committee activities to the Full Council.*

- Consumer & Community Affair
  - CS Molnar reported that CCA received their HCAP report as well as a report back about the COLA and Needs Assessment. The Committee also looked at the resource allocation motion in preparation for the possible savings from RW to ACA coming from PLWH.
  - Community Outreach Affairs Update:
- Government and Provider Affairs Update
  - CM Sutter reported that the Committee reviewed two presentations coming from the programs that received carry-forward funds.
- Membership Committee Update:
  - CS Molnar reported that the Committee recommended to approve the renewal of Carol Hudson, Cicily Emerson and Rachel Lazado. We approved an LOA for Rachel Lazado. The Committee also looked at resource allocation.
  - **CM Sutter moved to renew:**
    - Rachel Lazado
    - Cicily Emerson
    - Carol Hudson
  - **CM Pearce seconded.**
    - **VOTE: Motion passes: see attached: Row [1] for vote breakdown.**
- PLWH Advocacy Group
  - Co-Chair Supanich noted that the group looked at carry-forward funds and resource allocation for scenarios.
- HIV Health Care Reform Task Force Update
  - Kevin Hutchcroft reported there was a discussion about the next steps for the EHB document. There was a discussion about the next steps for Front Line Organizing group. There was quite a bit of discussion around a report that showed stats for ADAP enrollment workers.
    - Co-Chair Supanich- is the additional funding going to Ramsell or frontline workers?
    - Kevin Hutchcroft- that hasn't been determined yet.

## 8. Policy Update- VOTE

- CS Molnar introduced the Membership Application that has a new piece of language from DPH. If this group would like to recommend that it be approved, the group can make a motion.
  - CM Pearce moved to accept changes to Membership Application. CM Sutter seconded.
    - VOTE: Motion Passes. See attached: row [2] for vote breakdown.

## 9. Resource Allocation- VOTE

- CS Molnar introduced the motion for resource allocation for the possibility of some funding being freed up from the transition of some services from Ryan White to ACA. The motion was developed in PLWH, and has moved through the committees:

In the event of additional funds made available due to shifts in funding from Ryan White to other funding streams, the Benefits Counseling and Aging Support projects currently funded by carry-forward funding will be fully funded on an ongoing basis.

If additional funding is available:

- The service category Emergency Financial Assistance will be increased to allow for co-pay assistance.
- The service category Psychosocial Support will be increased to allow for increased navigation support.

Any additional funding remaining after the above will be used for:

1. Increase to Food Services.
2. Proportional increase across all service categories for cost of doing business increases.

The Council will recommend that navigation training for providers will be funded by EMA Quality Management Activities.

- CM Pearce inquired about the funding for the two programs that have been funded by carry-forward.
  - CS Molnar- it would still be paid for by Ryan White, but it would be consistently paid for, instead of have to use carry-forward funds.
- CM Pearce inquired if co-pays were for medical co-pays or just in general.
  - The committee noted that it was general co-pay
  - CM Sutter noted that once the dollar amounts come in, there will need to be more discussion.
- Co-Chair Supanich noted that the QM funds was included in the new cost breakdown for DPH Admin costs that Dean just presented.
  - VOTE: Motion Passes. See attached: row [3] for vote breakdown.

## 10. Council Agenda

- CS Molnar presented the Full Council Agenda.
  - CM Pearce- Mark, could we know in advance how much we allocated for benefits training and Aging Support.
    - Dean Goodwin noted that some general funds were added to the benefits training program. He could give the amount.
  - Vote to approve agenda.

- **VOTE: Motion passes. See attached: row [4] for vote breakdown.**

# **11. Next Meeting Dates & Agenda Items**

*The next Steering Committee meeting is scheduled for Thursday, July 23<sup>rd</sup>, 2015 at 25 Van Ness 3<sup>rd</sup> Floor Conference Room from 5-6pm. The Joint Leadership Work group will occur from 4-5pm. The Executive Committee of the HIV Prevention Council will occur from 3-4 pm.*

# **12. Adjournment**

The meeting was adjourned at 5:58 pm by Co-Chair Supanich.

## **Steering Committee** **HIV Health Services Planning Council**

Date: June 18th, 2015	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. Wade Flores (CCA)	A	-	-	-	-				
2. Mary Lawrence Hicks (Council Co-Chair)	A	-	-	-	-				
3. Kenneth Hornby (CCA)	P	Y	Y	Y	Y				
4. Bill Ledford (At-Large)	P	Y	Y	Y	Y				
5. T.J. Lee (Membership)	P	-	-	-	-				
6. Ken Pearce (GPA)	P	Y	Y	Y	Y				
7. Charles Siron (Membership) Proxy: Chip Supanich	E	Y	Y	Y	Y				
8. Michael Smithwick (At-large)	A	-	-	-	-				
9. Chip Supanich (Council Co-Chair)	P	Y	Y	Y	Y				
10. Eric Sutter (GPA)	P	Y	Y	Y	Y				
11. Channing-Celeste Wayne (Council Co-Chair)	E	-	-	-	-				
12. Rachel Lozada (At-large)	LoA	-	-	-	-				
Ayes		6	6	6	6				



HIV Health Services Planning Council  
STEERING COMMITTEE  
Thursday, July 23<sup>rd</sup>, 2015  
San Francisco AIDS Foundation  
1035 Market Street, Swing Space  
5:00-6:00 pm

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**Committee Members Present:** Wade Flores, Mary Lawrence Hicks (Co-Chair), Ron Hernandez, Bill Ledford, T.J. Lee, Ken Peace, Charles Siron, Chip Supanich (Co-Chair), Eric Sutter  
**Committee Members Absent:** Michael Smithwick [A], Channing-Celeste Wayne [A]  
**Others Present:** Jack Bowman [HPPC], David Gonzalez [HPPC], Dean Goodwin [HHS] Kevin Hutchcroft [HHS], Andrew Lopez [HPPC], Oscar Macias [HPPC]  
**Support Staff Present:** Ali Cone, Jennifer Cust, Mark Molnar

### *Draft Minutes*

#### 1. Introductions

The meeting was called to order at 5:06 pm by Co-Chair Supanich. Everyone introduced themselves and quorum was established.

#### 2. Review/Approve June 18<sup>th</sup>, 2015 DRAFT Agenda – VOTE

The May 28<sup>th</sup>, 2015 DRAFT Agenda was reviewed and approved by consensus.

#### 3. Review/Approve July 23<sup>rd</sup>, 2015 DRAFT Minutes – VOTE

The July 23<sup>rd</sup>, 2015 DRAFT Minutes were reviewed, and approved by consensus.

#### 4. Announcements

- CS Molnar announced that the Summit will be August 28<sup>th</sup> is at 201 Turk Street, from 10:00am-4:00pm.

#### 5. Public Comment

- None.

#### 6. HIV Health Services Update

- Dean Goodwin presented the, "SFPDHS Director's Report SF HHSPC Steering Committee July 23, 2015," which included:
  - Ryan White Related
    - SF to receive acknowledgement from HRSA, as part of a 25<sup>th</sup> anniversary of RW video.
  - 2014 RWPA Carry-Forward and Savings to grant funding.
    - Unexpended Part A funds from FY-2014 are \$481,823.
    - Savings from reductions to programs funding amounts due to clients transitioning from Ryan White to Medi-Cal expansion. More details in total funding will be available at the HHSPC Summit on 8/28. The funding will result in covering many of the items in the HHSPC motion passed by GPA.
      - CS Molnar- if those two programs are covered, will the savings possibly be able to get to the next tier on the motion?

- Dean Goodwin suggested that it might be the case.
- CS Molnar noted there needs to be a motion about the savings for this year, since the motion that was passed was for next year.
- T.J. Lee inquired about the amount of savings for ACA.
  - Dean Goodwin noted that it was due to a few factors. One of the factors was the cuts in the previous years and a move of a lot of programs to General Fund. In San Francisco, there isn't a Covered Ca partner, so they've extended Healthy SF and are eligible for Ryan White.
- CM Pearce noted that there needs to be a robust conversation about using Carry-Forward Funds. Would it be better to have other things covered, than just vouchers?
  - Dean Goodwin- noted that he could bring Carry-Forward Funding scenarios from the previous 5 years.
- CM Pearce also noted that it would be helpful to know how much money from other sources is used for vouchers.
- Resource Guide and Website Updates.

#### **7. Future Steering Date & Time.**

- CS Molnar announced that the HPPC decided to move their Executive meeting to the third Thursday of the month. It was also suggested by Jack Bowman to move the Steering meeting to Thursday, after the Executive meeting.
- CM Pearce moved to have the Steering Committee on the third Thursday, from 4:00-5:00, after the Prevention Executive Committee.
  - Oscar Macias noted that the meeting in August will be from 3:30-5:00.
  - CM Pearce rescinded the motion.
- The group decided to keep the Steering Committee meeting to the third Monday, until they come up with a decision to put the Steering and Executive meetings on the same day. It will be the third Monday, August 17<sup>th</sup> from 4:00- 6:00pm.

#### **8. Committee and Work Group Reports- VOTE**

*The Committee discussed the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensured linkage of Committee activities to the Full Council.*

- Consumer & Community Affair
  - Wade Flores reported that the Committee received a report-back on the Needs Assessment and COLA. Bill Ledford was elected as Co-Chair.
- Government and Provider Affairs Update
  - CM Sutter reported that the Committee received presentations for Epi and ARIES. The Committee also went over the Carry-Forward Funding and Funding Scenarios. CM Pearce noted that there was a discussion on healthy choices for vouchers.
- Membership Committee Update:
  - CM Lee noted that there was a discussion on the demographics of the Council. The Committee sent two letters of warnings, approved an LOA and also approved the renewal of Stacia Scherich.
- PLWH Advocacy Group
  - No meeting

- HIV Health Care Reform Task Force Update
  - Kevin Hutchcroft reported that the EHB document had been approved by the HHSPC and HAPN. The next FOG meeting will be around PrEP. The Task Force also discussed changes in ADAP eligibility due to the Federal Poverty Line.

#### 9. Carry Forward Funding- VOTE

- CS Molnar suggested the Council look at new carry forward scenarios through committees, now that the carry-forward programs can be covered by cost-savings.
- CM Pearce noted that he would be ok with it going to other Committees, if we have enough information to make an informed decision. I would like a list of things we've spent Carry Forward dollars on in the past, as well as the other funding sources and amounts for the vouchers.
  - Dean Goodwin suggested that the decision be made at the August Full Council meeting, as the Summit would be too late.
- CM Sutter moved to have the Carry Forward Funding Motion discussion through the committee. Bill Ledford seconded.
  - VOTE: Motion Passes. See attached: row [1] for vote breakdown.

#### 10. Resource Allocation- VOTE

- CS Molnar introduced the 2016-17 Resource Allocation. The first motion that has to be created is connected to the information about cost-savings from Dean Goodwin. A motion and a second will have to come forward.
- T.J. Lee moved to use funds available, due to the movement of Ryan White Part. A funds to other funding streams, for the on-going special projects of aging support and benefits training. Ken Pearce seconded.
  - VOTE: Motion Passes. See attached: row [2] for vote breakdown.

#### • Motion:

##### Decreased Funding:

In the event of decreased funding, for the first 10% of reductions, allocations for services that are covered under California's essential health benefits package will be reduced proportionately. If further reduced allocation is required, reductions will occur proportionally across all service categories.

##### Flat Funding:

If funding remains at the current level, service category resource allocation will remain level across all categories.

##### Increased Funding:

In the event of increased funding, increases will occur proportionally across all service categories.

- VOTE: Motion Passes. See attached: row [3] for vote breakdown.

#### 11. Evaluation Update

- CS Jordan reported on the evaluations. There was complaints about facilitation and the meeting not running smoothly.

## 12. Council Agenda

- CS Molnar introduced the July Full Council Meeting Agenda. He wanted to change the Carry-Forward motion to the ACA Savings discussion.

## 13. Next Meeting Dates & Agenda Items

The next Steering Committee meeting is scheduled for Monday, August 17<sup>th</sup>, 2015 at 25 Van Ness 3<sup>rd</sup> Floor Conference Room from 5-6pm. The Joint Leadership Work group will occur from 4-5pm. The Executive Committee of the HIV Prevention Council will occur from 3-4 pm.

## 14. Adjournment

The meeting was adjourned at 6:00 pm by Co-Chair Supanich.

### Steering Committee HIV Health Services Planning Council

Date: July 23rd, 2015	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. Wade Flores (CCA)	P	Y	Y	Y					
2. Mary Lawrence Hicks (Council Co-Chair)	P	Y	Y	Y					
3. Ron Hernandez (At-Large)	P	Y	Y	Y					
4. Bill Ledford (At-Large)	P	Y	Y	Y					
5. T.J. Lee (Membership)	P	Y	Y	Y					
6. Ken Pearce (GPA)	P	Y	Y	Y					
7. Charles Siron (Membership)	P	Y	Y	Y					
8. Michael Smithwick (At-large)	A	-	-	-					
9. Chip Supanich (Council Co-Chair)	P	Y	Y	Y					
10. Eric Sutter (GPA)	P	Y	Y	Y					
11. Channing-Celeste Wayne (Council Co-Chair)	A	-	-	-					
12. Rachel Lozada (At-large)	LoA	-	-	-					
Ayes		9	9	9					







Hi everyone,

Some updates to this month's calendar:

**Steering Committee**

Monday, August 17<sup>th</sup>

4-6 pm

**Joint Leadership Work Group**

Thursday, August 27<sup>th</sup>

4-6 pm

Ali Cone

Program Manager

San Francisco HIV Health Services Planning Council

730 Polk Street, 3rd Floor

San Francisco, CA 94109

Direct: 415.674.4751 Fax: 415.674.0373

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HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday, August 17<sup>th</sup> 2015  
25 Van Ness, Room 330A  
4:00 - 6:00 pm

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***Draft Agenda***

1. Introductions Group 4:00
2. Review/Approve August 17<sup>th</sup> 2015 DRAFT Agenda – VOTE Group 4:02
3. Review/Approve July 23<sup>rd</sup> 2015 DRAFT Minutes – VOTE Group 4:05
4. Announcements Group 4:07
5. Public Comment Group 4:10
6. HIV Health Services Update Dean Goodwin 4:15
7. Committee and Work Group Reports – VOTE Group 4:30
  - Consumer and Community Affairs Update
    - Community Outreach and Listening Activities
  - Government and Provider Affairs Update
  - Membership Committee Update
  - PLWH Advocacy Group Update
  - HIV Health Care Reform Task Force Update
8. Membership Renewals – VOTE Group 4:45

*The Committee will review a recommendation from the Membership Committee for renewal for three council members. Quorum was not established at this month's Membership Committee meeting.*
9. HHSPC-HPPC Retreat Group 4:50

*The Committee will discuss the recent retreat focusing on the upcoming HHSPC-HPPC merge.*
10. Carry Forward Allocation – VOTE Group 5:10

*The Committee will review a motion from GPA for carry forward resource allocation*
11. Evaluation Update Dave Jordan 5:40

*The Committee will be provided an overview of the recent Council meeting evaluations.*
12. Council Agenda Group 5:50

*The Committee will review the agenda for the next full Council meeting.*

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**Steering Committee Mission Statement**

***The primary responsibility of the Steering Committee is to oversee the work of all of the Council's active committees and ad hoc committees, as well as interface with representatives from the Department of Public Health HIV Health Services office.***

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The Steering Committee of the HIV Health Services Planning Council is made up primarily of the co-chairs of the Council's other committees and at-large members. The primary responsibility of the Steering Committee is to oversee the work of all of the Council's active committees and ad hoc committees, as well as interface with representatives from the Department of Public Health HIV Health Services office; it is also responsible for creating and finalizing the agenda for the upcoming Council meeting.

*Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.*

HIV Health Services Planning Council  
730 Polk Street, 3<sup>rd</sup> Floor, San Francisco, CA 94109  
San Francisco Department of Public Health, HIV Health Services Office  
25 Van Ness Avenue, 5th Floor, San Francisco, CA 94102

*The meeting facility is wheelchair accessible. The closest accessible BART Station is Civic Center, three blocks from City Hall. Accessible MUNI lines serving this location are: #47 Van Ness, and the #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142. There is accessible parking in the vicinity of City Hall at Civic Center Plaza and adjacent to Davies Hall and the War Memorial Complex.*

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*The Planning Council has several standing Committees where Council business and creation of motions for full-Council action occur, and members of the public are urged to attend. Council procedures do not permit: 1) persons in the audience at Council meeting to vocally express support or opposition to statements by Council members or by other persons testifying, outside of public comment; 2) ringing and use of cell phones, pagers, and similar sound-producing electronic devices; 3) signs to be brought into the meeting or displayed in the room; 4) standing in the meeting room. Citizens are encouraged to testify at Committee meetings and to write letters to the co-chairs of a Committee or to Council members, c/o HIV Health Services Planning Council, 730 Polk Street, 3rd Floor, San Francisco, CA 94109. Agendas are available on the Internet at <http://www.sfcarecouncil.org>.*

THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT

HIV Health Services Planning Council Offices, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.



HIV Health Services Planning Council  
STEERING COMMITTEE  
Thursday, August 17<sup>th</sup>, 2015  
HIV Health Services  
25 Van Ness, 3<sup>rd</sup> floor  
4:00-6:00 pm

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**Committee Members Present:** Ron Hernandez, Bill Ledford, T.J. Lee, Ken Peace, Charles Siron, Michael Smithwick, Chip Supanich (Co-Chair), Eric Sutter, Linda Walubengo

**Committee Members Absent:** Wade Flores [E], Mary Lawrence Hicks [A], Rachel Lozada [LoA], Channing-Celeste Wayne [E]

**Others Present:** Kevin Hutchcroft [HHS], Dean Goodwin [HHS]

**Support Staff Present:** Ali Cone, Jennifer Cust, Dave Jordan, Mark Molnar

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### *Draft Minutes*

#### 1. Introductions

The meeting was called to order at 4:07 pm by Co-Chair Supanich. Everyone introduced themselves and quorum was established.

#### 2. Review/Approve June 18<sup>th</sup>, 2015 DRAFT Agenda – VOTE

The May 28<sup>th</sup>, 2015 DRAFT Agenda was reviewed and approved by consensus.

#### 3. Review/Approve July 23<sup>rd</sup>, 2015 DRAFT Minutes – VOTE

The July 23<sup>rd</sup>, 2015 DRAFT Minutes were reviewed, and approved by consensus.

#### 4. Announcements

- CS Molnar announced that the next Joint Leadership Workgroup will be Thursday, from 4:00-6:00pm at the SFAF. The Full Council Meeting will be Monday, August 24<sup>th</sup>, and The Summit will be on Friday from 10:00am-4:00pm at 201 Turk Street.

#### 5. Public Comment

- None.

#### 6. HIV Health Services Update

- Dean Goodwin presented the, "SFDPH HHS Director's Report SF HHSPC Steering Committee August 17, 2015," which included:
  - Ryan White Related:
    - Application for Waiver to 75% Core Services Requirement- approved by HRSA
  - Resource Guide and Website Updates:
    - There was some updates and the final version will be available soon.
      - CS Molnar inquired if the resource guide will be translated?
        - Dean Goodwin noted that it will be translated in Spanish
      - CM Lee inquired if it would be translated in any other language.
        - Dean Goodwin- it hasn't been in the past, but it could be in the future, if needed.

- Extra Funding from State Office of AIDS for ADAP Enrollment:
  - CS Molnar inquired if the money would go to hiring any enrollment workers.
  - Dean Goodwin- they are still looking into how many people could be hired with the money.

## 7. Committee and Work Group Reports- VOTE

*The Committee discussed the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensured linkage of Committee activities to the Full Council.*

- Consumer & Community Affair
  - CM Ledford reported that there were report backs from the two COLAs. The committee received an update from Dave about the Needs Assessments. The committee also received an update around HCAP, because she didn't have time to do the full report.
- Government and Provider Affairs Update
  - CM Sutter reported that the committee reviewed the service summary sheets, and the COLA results. CM Pearce reported the meeting for September is cancelled.
- Membership Committee Update:
  - CM Siron reported that the committee reviewed carry-forward allocation. There was a recommendation to renew three council members: Don Soto, Bill Ledford, and Ken Pearce.
- PLWH Advocacy Group
  - No meeting
- HIV Health Care Reform Task Force Update
  - Kevin Hutchcroft reported that the taskforce was updated on the next Front Line Organizer's meeting. It will focus on PeP and PrEP. After the meeting, there will be an open-enroller's boot camp. We discussed the additional funds for ADAP and the new eligibility cut-off. There may be efforts to try and market to people who are now eligible for ADAP.

## 8. Membership Renewals- VOTE

- CM Siron noted that Membership recommended to renew Don Soto, Ken Pearce and Bill Ledford.
- **CM Sutter moved to renew Don Soto, Ken Pearce and Bill Ledford. TJ Lee seconded.**
  - **VOTE: Motion passes. See attached: row [1] for vote breakdown.**

## 9. HHSPC- HPPC Retreat

- The committee reviewed the Joint Leadership Retreat.
  - The committee discussed the mandates from the CDC and HRSA.
    - CS Molnar agreed to put together a fact sheet around policy from CDC and HRSA for both Councils.
  - CS Molnar- The next meeting will be looking at values and policies and procedures. Also there will be a chance to come up with a policy and procedure's work group and a timeline.
  - CM Pearce inquired if the scheduling of the Exec and Steering on the same day had been resolved?
    - CS Molnar noted that hopefully that will be discussed at the next meeting.

## 10. Carry Forward Allocation- VOTE

- CS Molnar presented the Carry Forward Allocation Motion, last modified by GPA.



- CM Sutter explained the modification, which was a change of the word muni to transportation. This wording change would allow DPH to explore the idea of using the funds to get clipper cards instead of just bus tokens.
  - CS Molnar- if DPH realizes the clipper cards can't be purchased with the funds, it could be used for muni.
- CM Ledford inquired if transportation would include para-transit.
  - CM Sutter- it's a separate service.
- Dean Goodwin inquired about the problems with the taxi service.
  - CM Ledford spoke to some of the issues.
  - CM Smithwick spoke about taxi's not picking up people with disabilities.
  - Dean Goodwin agreed to explore transportation options and taxi issues.
- The committee spoke about various options for transportation for people with disabilities.
- The committee discussed the Food Service Category and how giving additional money wouldn't necessarily change eligibility criteria. They also discussed the lack of clarity around the eligibility criteria.
  - CM Sutter- There was also discussion to take some of the money to use for women services.
  - CM Pearce suggested there might be a way to add a caveat to the funds, but they could probably decide to turn it down.
  - CM Lee- I would prefer to leave the motion the way it is. We should bring the presenter back to inquire about clients and eligibility.
  - CM Siron inquired about stipulations for giving carry-forward funds.
    - Dean Goodwin- noted that the service category has been in discussions with DPH and they will continue to speak with them. There may be a request for a second presentation.
  - CM Hernandez inquired if the Ryan white funding that goes to the food service category only covers those with HIV.
    - Dean Goodwin- yes.
  - CM Pearce- in good faith, the service category discussed the eligibility criteria with DPH. Is there another way to solve this issue of eligibility?
    - Dean Goodwin- there will need to be a discussion with the service provider. If it becomes clear that there is something odd about the eligibility criteria, perhaps we can reallocate the funds to other categories. The number of clients served hasn't changed.
  - Co-Chair Supanich- I wanted to have a discussion about the food category and not just give money without a discussion.
- CM Pearce spoke to the aging support group for women, as well as summarizing some of the discussion from GPA.
  - Dean Goodwin spoke about the possibility of aging support for women. He also spoke to the possibility of HRSA turning down a program for carry-forward. After CCA, we looked at the contract with the women's CoE and they do receive money for psycho-social support for a residential program.
- **CM Lee called the question. CM Pearce seconded.**
  - **VOTE: Question is not called.**

- CM Ledford amended the motion- to have the \$100,000 originally allocated for the food services category be divided equally to the rest of the carry-forward categories. There was no second.
- **Motion:** To prioritize the following for carry forward resource allocation:
  - \$100,000 for food
  - \$100,000 for dental
  - \$100,000 for direct financial assistance
  - \$20,000 for taxi vouchers
  - \$40,000 for fast food vouchers
  - \$80,000 for grocery vouchers
  - \$35,000 for transportation
- **VOTE:** Motion does not pass. See attached: row [2] for vote breakdown.
- **CM Siron moves to prioritize the following for carry forward resource allocation:**
  - \$100,000 for dental,
  - \$100,000 for direct financial assistance
  - \$60 for taxi vouchers
  - \$100,000 for fast food vouchers
  - \$80,000 for grocery vouchers
  - \$35,000 for transportation
  - No second. Motion doesn't pass.
- Dean Goodwin suggested possibly dividing the money between dental and emergency financial assistance.
- **CM Sutter moved to prioritize the following for carry forward resource allocation:**
  - \$150,000 for dental
  - \$150,000 for direct financial assistance
  - \$20,000 for taxi vouchers
  - \$40,000 for fast food vouchers
  - \$80,000 for grocery vouchers
  - \$35,000 for transportation
- **CM Siron seconded.**
- **VOTE:** Motion does not pass. See attached: row [3] for vote breakdown.
  - CM Smithwick noted that he would support putting the money to grocery vouchers.
- **CM Smithwick moved to prioritize the following for carry forward resource allocation:**
  - \$100,000 for dental
  - \$100,000 for direct financial assistance
  - \$20,000 for taxi vouchers
  - \$40,000 for fast food vouchers
  - \$180,000 for grocery vouchers
  - \$35,000 for transportation
- **CM Ledford seconded.**
- **VOTE:** Motion passes. See attached: row [4] for vote breakdown.

## 11. Evaluation Update

- CS Jordan reported that it was a pretty highly rated meeting.

## 12. Council Agenda

- CS Molnar presented the Full Council Agenda.
  - Dean Goodwin asked to include John Ansley into the service summary sheet discussion.
- CS Molnar presented the Summit Agenda.
  - CM Pearce- is there's something that can be sent out with the parameters of Co-Chairs.
  - CS Molnar- we're looking for person of color and women.
- Co-Chair Supanich asked what would happen if we someone isn't nominated who fits those parameters.
  - CS Molnar- we'd be out of compliance.

## 13. Next Meeting Dates & Agenda Items

- The schedule will be determined at the next Joint Leadership Workgroup to try and align with the HPPC Exec.

## 14. Adjournment

The meeting was adjourned at 6:03 pm by Co-Chair Supanich.

### Steering Committee HIV Health Services Planning Council

Date: August 17th, 2015	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. Wade Flores (CCA) (Proxy: Charles Siron)	E	Y	Y	A	Y				
2. Mary Lawrence Hicks (Council Co-Chair)	A	-	-	-	-				
3. Ron Hernandez (At-Large)	P	Y	Y	Y	Y				
4. Bill Ledford (At-Large)	P	Y	N	N	Y				
5. T.J. Lee (Membership)	P	Y	-	-	-				
6. Ken Pearce (GPA)	P	Y	Y	N	Y				
7. Charles Siron (Membership)	P	Y	N	Y	Y				
8. Michael Smithwick (At-large)	P	Y	Y	N	Y				
9. Chip Supanich (Council Co-Chair)	P	Y	Y	Y	Y				
10. Eric Sutter (GPA)	P	Y	N	Y	Y				
11. Channing-Celeste Wayne (Council Co-Chair)	E	-	-	-	-				

12. Rachel Lozada (At-large)	A	-	-	-	-				
13. Linda Walubengo (At-Large)	P	Y	N	Y	Y				
Ayes		10	5	5	9				
Nayes			4	3					
Abstain				1					



HIV Health Services Planning Council  
STEERING COMMITTEE  
Thursday, September 17<sup>th</sup>, 2015  
HIV Health Services  
25 Van Ness, 3<sup>rd</sup> floor  
4:00-6:00 pm

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**Committee Members Present:** Wade Flores, Bill Ledford, T.J. Lee, Ken Pearce, Charles Siron, Michael Smithwick, Chip Supanich (Co-Chair), Linda Walubengo

**Committee Members Absent:** Mary Lawrence Hicks [A], Ron Hernandez [A], Eric Sutter [E], Rachel Lozada [A], Channing-Celeste Wayne [LoA]

**Others Present:** Chuck Adams, Celinda Cantu [HHS], Dean Goodwin [HHS], Beth Neary [HHS]

**Support Staff Present:** Ali Cone, Jennifer Cust, Dave Jordan, Mark Molnar

### *Draft Minutes*

#### 1. Introductions

The meeting was called to order at 4:05 pm by Co-Chair Supanich. Everyone introduced themselves and quorum was established.

#### 2. Review/Approve September 17<sup>th</sup>, 2015 DRAFT Agenda – VOTE

The Sept 17<sup>th</sup>, 2015 DRAFT Agenda was reviewed and approved by consensus.

#### 3. Review/Approve August 17<sup>th</sup>, 2015 DRAFT Minutes – VOTE

The August 17<sup>th</sup>, 2015 DRAFT Minutes were reviewed, and approved by consensus.

#### 4. Announcements

- CM Ledford announced an event for Honoring Our Experience, October 2<sup>nd</sup> from 6PM- 10PM at St. John the Evangelist.
- Co-Chair Supanich announced the HPPC Community Engagement event- Wednesday from 6:00- 8:00pm at 25 Van Ness on the 6<sup>th</sup> floor.
- CM Lee reported back on the US Conference on AIDS.
- CS Jordan reported back on the Getting to Zero Retention Retreat.

#### 5. Public Comment

- None.

#### 6. HIV Health Services Update

- Dean Goodwin reported, "SFDPH HHS Administrator's Report SF HHSPC Steering Committee Meeting September 21, 2015, which includes:
  - Ryan White Related:
    - Ryan White Part A Guidance
    - Ryan White Part C Capacity Development Grant
  - Resource Guide and Website Updates:
    - CM Ledford inquired about the photos in the resource guide and if it could be actual staff members instead of models.

- Dean Goodwin spoke to some of the difficulties with using photographs of providers instead of stock photos.
- DSRIP data reporting nearly complete:
  - Dean Goodwin- this improves an incentive for sites to show 10 quality indicators.
- Upcoming Quality Management Trainings:
  - Next training is on Professional Burnout which is scheduled for November 6<sup>th</sup>.

## 7. Committee and Work Group Reports- VOTE

*The Committee discussed the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensured linkage of Committee activities to the Full Council.*

- Consumer & Community Affair
  - CM Flores reported that CCA went over conclusions from the Needs Assessment and COLAs. There will be a COLA in Marin and San Mateo.
- Government and Provider Affairs Update
  - Cancelled.
- Membership Committee Update:
  - CM Siron announced that Wade Flores was renewed. There are four new members who were approved and will go to Full Council. There will be another interview at the next meeting.
- PLWH Advocacy Group
  - Cancelled.
- HIV Health Care Reform Task Force Update:
  - CS Cust reported that the Task Force discussed PRC's campaign to get the word out about ADAP eligibility changes. There was also updates on the Front Line Worker's upcoming meetings.

## 8. Retreat Feedback

- CM Ledford spoke about his experience at the Summit
- CM Flores suggested having more room for engagement or activities in the morning, as it is early and there is a lot of presentations to sit through.
- The Committee discussed the space and the food.
- The Committee discussed the order of presentations for the year and what should be at the Summit.
  - CM Ledford suggested doing the COLA and Needs Assessments before Aries.
  - CM Lee and CM Siron suggested having two meetings in July.
    - CM Pearce suggested that voting on two meetings is premature, especially with the merge.
  - The Committee discussed the importance of having the Epi and Aries data prior to the Needs Assessments and COLAs.
  - Celinda Cantu noted that there could be some ARIES data as early as June, but getting QM done early would be difficult.
    - CM Lee- it's good to get the conversation going, and give everyone a heads up for getting information started.
  - The committee decided to put the topic of the presentation schedule and the possibility of two meetings in July on the next agenda.

## 9. Support for Seniors- VOTE

- CS Jordan started the discussion about support for seniors coming from CCA.

- CM Flores spoke about the importance of the support for women. When this information was presented, it was a hard time to use any funding.
- CM Ledford noted that the organizations should be referring women to more specific groups.
- CM Pearce suggested we find out what services are available before anything is funded.
- CM Lee agreed that the committee should collect information on what is already out there before anything is created.
  - Dean Goodwin noted that staff is looking into support services for specific populations and they can report back in November or January.
- CM Siron inquired about the CoE meeting and if it was open to the public.
- CS Jordan noted that there are some support services that are mostly seniors, but aren't necessarily designated specifically for seniors.
- CM Lee spoke about discussions with tech companies to help with a researchable resource.
- Co-Chair Supanich noted that the topic of a support group for women should be discussed more thoroughly and that it shouldn't be a quick decision.
  - CM Flores noted that the group heard information from needs assessment and COLAs and we should react.
  - Co-Chair Supanich noted that we should add support group for seniors for specific demographics agenda item once we hear a report back from DPH for CCA and then we can discuss it through committees.
- CM Lee noted that there should be a definition of seniors.
  - Celinda Cantu noted that it would be figured out with DPH contracting.

#### 10. Quality Assurance

- Celinda Cantu presented, "Draft: San Francisco Eligible Metropolitan Area 2014 Quality Management Program and Performance Measures Presentation" and "Summary Report of the SF EMA Health Resource Service Administration's HIV/AIDS Bureau's Quality Management Performance Measures" which included:
  - Trainings
    - Past Sessions
    - Upcoming Training
  - Data Compliance Activities
  - Data Considerations
  - Data Parameters
  - Performance Measures
  - Medical Visits 2014
  - HAART 2914
  - Viral Load Suppression 2014
  - Syphilis Screening 2014
  - Country Performance Summary 2014
  - "Falling Short of the Mark"
  - SF EMA Selected Indicators by Gender 2014
    - CM Pearce inquired about the percentage under the transgender population.
    - Celinda Cantu- 98% of the transgender population is in San Francisco. Part of it may be the length of prescriptions. Also considering it's a small sub-group, an individual changes the percentage a good deal.
  - Gender Analysis & Findings 2014
  - SF EMA Selected Indicators by Race 2014



- CM Smithwick inquired about the syphilis screening data. Is it all skewed by lack of data entry?
- Celinda Cantu- we can see information through monitoring reports and medical records, so we know the syphilis screening is being done more than is reported.
- CM Lee inquired about the SPNS funding and when it will be over.
- CM Lee spoke about the transgender community in Marin.
- Celinda Cantu spoke about a similar situation with Native American population. High percentage on HAART but low suppression. There are a lot of factors to look at.
- SF EMA- Race Analysis & Findings 2014
  - CM Lee inquired if there could be any information about the Native American population and viral suppression. It's always good to know if it's a trend or one-time issue.
- SF EMA- Quality Indicators 2010-2014 Analysis
- SF EMA Quality Management Program- Conclusions
  - CM Pearce- suggested a correlation between HAART and adherence.
  - Celinda Cantu- The way adherence is treated is just self-report around adherence for 30 days, 60 days, 90 days. The results of viral load suppression gives us the adherence information.
  - CM Lee noted that there needs to be a way to get people back into the doctors, f they're told to come back in a year.

#### **11. Council Agenda**

- Co-Chair Supanich introduced the Full Council Agenda.
  - CM Lee added #12 to have a doctor from UOP speak to the Council.

#### **12. Next Meeting Dates & Agenda Items**

- The next Steering Committee meeting is tentatively scheduled for Monday, October 19<sup>th</sup> 2015 at 25 Van Ness 3<sup>rd</sup> floor Conference Room from 4-6pm.

#### **13. Adjournment**

The meeting was adjourned at 5:55 pm by Co-Chair Supanich.

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HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday, September 21<sup>st</sup> 2015  
25 Van Ness, Room 330A  
4:00 - 6:00 pm

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**Draft Agenda**

1. Introductions Group 4:00
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  - Government and Provider Affairs Update
  - Membership Committee Update
  - PLWH Advocacy Group Update
  - HIV Health Care Reform Task Force Update
8. Retreat Feedback Group 4:50

*The Committee will discuss the efficacy of the recent retreat – logistics, facilitation, presentations, etc.*
9. Support for Seniors – VOTE Group 5:05

*The Committee will continue the discussion begun at CCA regarding targeted senior support groups.*
10. Quality Assurance Celinda Cantu 5:25

*Due to GPA not meeting in September, Steering will review the annual Quality Assurance presentation from HHS.*
11. Council Agenda Group 5:50

*The Committee will review the agenda for the next full Council meeting.*
12. Next Meeting Dates & Agenda Items Group 5:55

*The next Steering Committee meeting is tentatively scheduled for Monday, October 19<sup>th</sup> 2015 at 25 Van Ness 3<sup>rd</sup> Floor Conference Room from 4-6 pm.*

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***The primary responsibility of the Steering Committee is to oversee the work of all of the Council's active committees and ad hoc committees, as well as interface with representatives from the Department of Public Health HIV Health Services office.***

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THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT  
HIV Health Services Planning Council Offices, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.

Hi everyone,

Since our schedule is a little different this month, I wanted to clarify which meetings are cancelled and which are still on.

GPA (10/13), PLWH Advocacy Group (10/21), and Full Council (10/26) are all cancelled this month. The remaining schedule is as follows:

**Membership Committee**

Monday, October 19<sup>th</sup> 2:30-4:00 pm

San Francisco AIDS Foundation, 3<sup>rd</sup> Floor Rm 3D

**Steering Committee**

Monday, October 19<sup>th</sup> 2:30-4:00 pm

San Francisco AIDS Foundation, 3<sup>rd</sup> Floor Rm 3D

**Joint Leadership Work Group**

Thursday, October 22<sup>nd</sup> 4:00-6:00 pm

San Francisco AIDS Foundation, 3<sup>rd</sup> Floor Swing Space

Ali Cone

Program Manager

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San Francisco, CA 94109

Direct: 415.674.4751 Fax: 415.674.0373

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HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday, November 16<sup>th</sup> 2015  
25 Van Ness, Room 330A  
4:00 – 6:00 pm

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**Draft Agenda**

1. **Introductions** Group 4:00
2. **Review/Approve November 16<sup>th</sup> 2015 DRAFT Agenda – VOTE** Group 4:02
3. **Review/Approve September 21<sup>st</sup> 2015 DRAFT Minutes – VOTE** Group 4:05
4. **Announcements** Group 4:07
5. **Public Comment** Group 4:10
6. **HIV Health Services Update** Bill Blum and Dean Goodwin 4:15
7. **Committee and Work Group Reports – VOTE** Group 4:30
  - Consumer and Community Affairs Update
    - Community Outreach and Listening Activities
  - Government and Provider Affairs Update
  - Membership Committee Update
  - PLWH Advocacy Group Update – **NO UPDATE**
  - HIV Health Care Reform Task Force Update – **NO UPDATE**
8. **Integrated Planning Work Group – VOTE** Group 4:45

*The Committee will consider the convening of a work group between the HHSPC and HPPC that provides community input to the Integrated Plan.*
9. **2016 Needs Assessment – VOTE** Group 5:00

*The Committee will consider a motion from the CCA Committee regarding the target chosen for the 2016 Needs Assessment: individuals experiencing challenges with Mental Health.*
10. **Council Agenda** Group 5:15

*The Committee will review the agenda for the next full Council meeting.*
11. **Next Meeting Dates & Agenda Items – VOTE** Group 5:25

*The group will determine the date of the next Steering Committee.*
12. **Adjournment** Group 5:30

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### **Steering Committee Mission Statement**

***The primary responsibility of the Steering Committee is to oversee the work of all of the Council's active committees and ad hoc committees, as well as interface with representatives from the Department of Public Health HIV Health Services office.***

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The Steering Committee of the HIV Health Services Planning Council is made up primarily of the co-chairs of the Council's other committees and at-large members. The primary responsibility of the Steering Committee is to oversee the work of all of the Council's active committees and ad hoc committees, as well as interface with representatives from the Department of Public Health HIV Health Services office; It is also responsible for creating and finalizing the agenda for the upcoming Council meeting.

*Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.*

HIV Health Services Planning Council  
730 Polk Street, 3<sup>rd</sup> Floor, San Francisco, CA 94109  
San Francisco Department of Public Health, HIV Health Services Office  
25 Van Ness Avenue, 5th Floor, San Francisco, CA 94102

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HIV Health Services Planning Council Offices, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.



HIV Health Services Planning Council  
STEERING COMMITTEE  
Thursday, November 16<sup>th</sup>, 2015  
HIV Health Services  
25 Van Ness, 3<sup>rd</sup> floor  
4:00-6:00 pm

**Committee Members Present:** Wade Flores, Ron Hernandez, Ken Pearce, Charles Siron, Michael Smithwick, Chip Supanich (Co-Chair), Eric Sutter (Co-Chair), Linda Walubengo

**Committee Members Absent:** Rachel Lozada [A], Channing-Celeste Wayne [LoA]

**Others Present:** Celinda Cantu [HHS], Dean Goodwin [HHS]

**Support Staff Present:** Ali Cone, Jennifer Cust, Dave Jordan, Mark Molnar, Emily Raganold

### *Draft Minutes*

#### 1. Introductions

The meeting was called to order at 4:05 pm by Co-Chair Walubengo. Everyone introduced themselves and quorum was established.

#### 2. Review/Approve November 16<sup>th</sup>, 2015 DRAFT Agenda – VOTE

The Nov 16<sup>th</sup>, 2015 DRAFT Agenda was reviewed and approved by consensus.

#### 3. Review/Approve September 17<sup>th</sup>, 2015 DRAFT Minutes – VOTE

The September 17<sup>th</sup>, 2015 DRAFT Minutes were reviewed, and approved by consensus.

#### 4. Announcements

- o CS Cone announced staffing changes.
- o CS Jordan announced the orientation training for new members set for December 2<sup>nd</sup> from 10:00-1:00pm.
- o CS Cone announced the Joint Council Social on December 14<sup>th</sup> from 5:30pm at Sugar Shack.
- o CM Siron announced Celinda's Retirement Party November 17<sup>th</sup> at 2:00pm.
- o CS Molnar announced that there will be a more extensive DPH Grantee Assessment. Various members will be contacted for interviews.
  - o CM Siron inquired about the current grantee assessment.

#### 5. Public Comment

- None.

#### 6. HIV Health Services Update

- Dean Goodwin reported:
  - o Celinda Cantu is retiring.
  - o There is a link for the HRSA Ryan White Video.
  - o Resource Guide is being translated to Spanish and will be out around Christmas. There is a link to the online resource guide.
    - CM Pearce- Will there be a change in staffing?
    - Dean Goodwin- we're filling Celinda's position.

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## **7. Committee and Work Group Reports- VOTE**

*The Committee discussed the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensured linkage of Committee activities to the Full Council.*

- Consumer & Community Affair
  - CM Flores reported that the committee received the HCAP report. There was also a brief report-back on the COLAs.
    - Co-Chair Supanich inquired about COLA report.
    - CS Cust noted that it will be presented in Jan.
- Government and Provider Affairs Update
  - CM Pearce noted that Cicily Emerson is the new Co-Chair to replace Eric Sutter. GPA cancelled December meeting.
- Membership Committee Update:
  - CM Siron noted that there was a discussion on upcoming trainings, and joint leadership work. CS Molnar noted there was a list of trainings for the CARE Council and trainings for the future merged Council. Membership cancelled December's meeting.
- PLWH Advocacy Group:
  - None.
- HIV Health Care Reform Task Force Update:
  - None.

## **8. Integrated Planning Work Group**

- CS Molnar announced that the plan is combined for both Prevention and Care. There will need to be further council engagement. The plan will include the entire continuum. Hopefully someone will be able to move a convening of an integrated planning work group.
- Co-Chair Supanich moved to convene an integrated planning work group. Co-Chair Sutter seconds.
  - VOTE: Motion Passes. See attached: Column [1] for vote breakdown.
- CM Siron and CM Flores volunteered to be involved in the integrated planning work group.
- CS Molnar noted that the integrated plan is due in September of 2016. In the past, the Care Council has convened a workgroup to meet once or twice.

## **9. 2016 Needs Assessment- VOTE**

- CS Molnar announced that CCA discussed 2016 Needs Assessment Target. The Committee decided to focus on HIV positive people who have mental health challenges. The other topics not picked will be the COLA focuses.
- Co-Chair Flores moved to focus on HIV positive people who have mental health challenges as the next Needs Assessment Target. CM Hernandez seconded.
- CM Pearce inquired about focus and hoped that this assessment will create something tangible.
- CS Jordan- it's a broad topic. There were special focuses that CCA included.
- CM Pearce suggested focusing on specific groups, as mental health is broad.
  - CS Jordan- it will be a concerted effort to reach out to the subgroups. Some of this information will be sorted at the Needs Assessment Workgroup.
  - CS Cust explained that CCA narrowed down mental health to have a special focus on youth, women and transitional youth.
- CM Smithwick- the majority of the HIV community suffers from mental health challenges. This is taking a risk to make sure the results make a point. He suggested narrowing it down to people being treated, but then you risk missing the people who may need to be treated, but aren't.



- CS Jordan- the Crystal Meth Needs Assessment- we broke down results based on current use, and previous use. We might be able to break out groups of people who have accesses service vs. not, or acute, vs. more severe.
- CM Smithwick- if you the category is too narrow the sample size will have to very large.
- CM Siron suggested having more information as it won't pass in the Full Council Meeting.
- Co-Chair Sutter suggested narrowing out the target population at CCA. He's having a hard time understanding how it will get the perspective of many people who have challenges that will be clear.
- CM Smithwick inquired if Co-Chair Sutter would feel more comfortable if the target is people who have sought mental health treatment.
  - Co-Chair Sutter- yes, that would be a bit better.
- CM Pearce- I'm in support of the concept. I think it can be done. I think broader is better. Maybe say we're looking at HIV Mental Health Services. We will then have people who have and haven't received services. He thought part of this conversation came from the women's COLA which spoke about lack of mental health services. I think it would be a valuable assessment to do a broad group.
- CS Jordan inquired for clarity about possible target.
  - Co-Chair Sutter- having someone who has historically received mental health treatment is different than someone who is currently in treatment.
  - CS Jordan- some of this will be focused once we start recruitment.
  - Co-Chair Sutter- this is a big discussion. I would like to speak more with the people who came up with this target. I'm for it, but I think it needs to be refined or a way to catch anything. He spoke to the broadness of mental health and if it included psychosocial, or just mental health, etc.
  - CS Jordan- noted that approving the topic doesn't necessarily close off the opportunity for refining the target.
- CS Molnar- there is about 25 minutes until the next agenda item. We can have this discussion here. Lots of people from CCA are at the table.
  - Dean Goodwin- If we're going to make it broader, or tighter, I would like to suggest touching base with some of the mental health clinicians. Maybe have a way to have a subset of that information provided by the clinicians.
  - Co-Chair Supanich- how many agencies do you reach out to in order to recruit? I would support moving forward, but with the understanding that we'd contact a wide array of agencies. I refer Ken's idea of a broad spectrum target.
  - CS Molnar inquired if he would be in favor of motion that targets folks who have accessed mental health services.
  - CM Pearce- suggested a needs assessment of delivery of mental health and/or psychosocial services in the EMA. Client who have accessed the services or those who haven't and would like to access.
  - CM Walubengo- we narrowed down the populations of interest.
    - CS Jordan noted that providers are always invited when the Needs Assessment Workgroup meets to create the survey tool, etc.
  - CS Molnar- it was more general, but we wanted to include the sub-populations as well.
  - CM Flores- it started with women over fifty, and Latinos/African Americans over 50.
  - CS Jordan spoke to the process of deciding on a topic at CCA.
  - CM Walubengo- if we were able to get info from providers about issues and concerns from mental health services, which would be a great way to proceed.
  - CS Cone- spoke about the CCA meeting. I remember in particular a council member bringing up someone who has mental health challenges and how they experience all services not just

- mental health. It's a cross-section of how someone with mental health challenges might have issues with all services. Mental Health wouldn't be the only service category to be addressed.
- CM Pearce- if you don't focus the group parameters the results may not be an accurate depiction of HIV positive people receiving mental health services.
  - CM Smithwick- My concern is in taking people who consider themselves to have mental health challenges, and then you have a huge population. Then we need to know the differences between acute, or more severe mental health challenges, plus all the various communities.
    - CM Flores- We were going to break up the communities into separate focus groups.
      - a. CS Jordan- that is accounted for, to an extent, with the survey tool and how it is broken down in process. He spoke about clients self-reporting, so he won't know how severe their mental health challenges are.
  - Co-Chair Supanich- Probably 90% of people with HIV have PTSD or anxiety. I think we should focus on the delivery of services. Maybe include some open-ended questions about dealing with police, housing, or other services. Let's focus on the delivery of services, since that's more of our charge.
  - CM Pearce- Which could come first, should we commit to the target and then hash it out, or vice versa.
  - CS Molnar summarized the ideas that came up.
  - **CM Flores withdrew their motion. CM Hernandez withdrew his second.**
  - CM Siron suggested bringing the target back to the committee.
    - CS Molnar noted that CCA will not meet for two months. This conversation will have to happen then.
      - a. CM Pearce expressed concern about delaying the process of picking a target for the needs assessment.
  - CM Pearce suggested the possible motion of focusing the needs assessment around the delivery of mental health services.
  - Dean Goodwin suggested scheduling a Needs Assessment Workgroup. We're going to do a needs assessment around mental health. That's far enough ahead to let everyone plan. CCA would meet right before, and then we'll have the specific target.
  - CS Jordan noted that he could start outreach.
  - CS Molnar noted that when doing outreach, it will have to be a tentative target, as it hasn't been voted on.
  - CM Pearce noted the problems bringing this topic back to CCA.
  - CS Cone- could we not convene the workgroup before having the target voted on? If know that it includes mental health.
  - CS Molnar suggested people come to the next CCA to discuss the topic.
  - **Co-Chair Supanich moved to bring it back to CCA. Co-Chair Sutter seconded.**
    - **VOTE: Motion Passes. See attached: Column [2] for vote breakdown.**

#### 10. Harm Reduction Resolution- VOTE

- CS Molnar handed out the, "Health Commission Resolution: Re-Committing to San Francisco Department of Public Health Harm Reduction Policy." He noted that the idea is to gain the support of the Harm Reduction Policy by the Care Council.
- Co-Chair Supanich spoke to the resolution, as he was on the harm reduction workgroup in the prevention council. While Harm Reduction was accepted by the city, it hasn't been implemented. This is trying to have agencies reaffirm their commitment.

- Co-Chair Sutter moves to approve the endorsement for the Health Commission Resolution: Re-Committing to San Francisco Department of Public Health's Harm Reduction Policy. CM Pearce seconded.
  - VOTE: Motion Passes. See attached: Column [3] for vote breakdown.
- CM Smithwick noted that he hasn't seen what people have done to reduce the harm for folks living in residential services. I'm not seeing what we're supposed to do to reduce harm, I just see people being allowed to use substances which affects other people within the facility.
  - CM Pearce inquired about guidelines.
  - CM Smithwick- you can't cause disruptions to the facility and you can't use inside the premise. He spoke about other information he's heard from providers of RCFCLs. He isn't hearing anything about changing anything to reduce harm. I haven't seen an assessment. I think there needs to be a self-assessment of the policy.
  - Dean Goodwin- the goal is to keep people engaged in care. For me the thing that is helpful to see is in the further resolve that, "DPH will provide guidance and capacity building assistance to operationalize harm reduction principles and will develop and implement effective accountability mechanisms". I think this is asking for more training, more guidance, etc. I can't speak for all of DPH, but this language provides a change for advocacy for more training.
  - Co-Chair Supanich- this one of about 25 suggestions from the workgroup. This is the low-hanging fruit and the things that would pass. This is just the beginning. There are workgroups where providers and clients were included in the discussion. There was a process to coming up with these suggestions that worked for people.
    - CM Smithwick- provide guidance. I think we really need guidance.
  - CM Walubengo spoke about the challenges with harm reduction. There needs to be an understanding of harm reduction methods. If training is provided, I've seen harm reduction work well. She spoke to the importance of having the police also understanding harm reduction.
  -

#### 11. Council Greeter

- CS Molnar noted that Membership suggested having Committee Co-Chairs take turns greeting the Full Council Meeting.
  - CM Sutter suggested keeping the greeting at the Membership Committee.
  - CM Smithwick agreed that it should be kept at Membership, especially because they greet the public, which could be possible council members.
  - CM Siron noted that Membership felt that leadership had the ability to greet the public. We're asking leadership to introduce themselves to the public.
  - Co-Chair Supanich suggested having a sign-up sheet for council greeter.
  - CM Smithwick liked the idea of the greeter not being someone in leadership.
  - The council resolved that the greeters will continue to be from Membership.

#### 12. Council Agenda

- CS Molnar introduced the Full Council Agenda.
  - CM Pearce inquired if there was an update of the Joint Leadership Workgroup.
  - Co-Chair Supanich noted that he'll include an update in his co-chair report.

#### 13. Next Meeting Dates & Agenda Items

- CM Sutter moved to not meet in December. Co-Chair Walubengo seconded.
  - VOTE: Motion Passes. See attached: Column [4] for vote breakdown.

The committee decided not to meet in December.

- The next Steering Committee meeting is tentatively scheduled for Monday, October 19<sup>th</sup> 2015 at 25 Van Ness 3<sup>rd</sup> floor Conference Room from 4-6pm.

#### 14. Adjournment

The meeting was adjourned at 5:35 pm by CM Walubengo.

#### Steering Committee

##### HIV Health Services Planning Council

Roll Call: P=Present; A=Absent; E=Excused; L=Leave of Absence

Votes: Y=Yes; N=No; B=Abstain; R=Recused (deduct from quorum)

Date: November 16, 2015	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. Cicily Emerson (GPA)	A	-	-	-	-				
2. Wade Flores (CCA)	P	Y	Y	N	Y				
3. Ron Hernandez (At-Large)	P	Y	N	Y	Y				
4. Bill Ledford (CCA)	E	-	-	-	-				
5. T.J. Lee (Membership)	A	-	-	-	-				
6. Ken Pearce (GPA)	P	Y	N	Y	Y				
7. Charles Siron (Membership)	P	Y	Y	Y	Y				
8. Michael Smithwick (At-large)	P	Y	Y	Y	Y				
9. Chip Supanich (Council Co-Chair)	P	Y	Y	Y	Y				
10. Eric Sutter (Council Co-Chair)	P	Y	Y	Y	Y				
11. Rachel Lozada (At-Large)	A	-	-	-	-				
12. Linda Walubengo (Council Co-Chair)	P	Y	Y	Y	Y				
Ayes		8	6	7	8				
Nayes		0	2	1	0				

Hi everyone,

Due to the holiday this month, Steering has been moved to **Thursday, January 21<sup>st</sup> from 4-6 pm** at 25 Van Ness, 8<sup>th</sup> Floor conference room.

Thanks,

Ali

Ali Cone

Program Manager

San Francisco HIV Health Services Planning Council

730 Polk Street, 3rd Floor

San Francisco, CA 94109

Direct: 415.674.4751 Fax: 415.674.0373

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HIV Health Services Planning Council  
STEERING COMMITTEE  
Thursday, January 21<sup>st</sup> 2016  
Human Rights Commission  
25 Van Ness, 8<sup>th</sup> Floor, Suite 800  
4:00 – 6:00 pm

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### ***Draft Agenda***

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  - Membership Committee Update
  - PLWH Advocacy Group Update
  - Joint Leadership Work Group Update
  - Integrated Plan Work Group – **NO UPDATE** first meeting 1/26, 3:00 - 5:00
  - Policy and Procedure Work Group – **NO UPDATE** first meeting 2/4, 3:00 – 5:00
  - HIV Health Care Reform Task Force Update
8. 2016 Needs Assessment – VOTE Group 5:00

*The Committee will consider a motion from the CCA Committee regarding the target chosen for the 2016 Needs Assessment:*

**An inclusive needs assessment of people with mental health challenges in order to provide a broad spectrum comparison, with an emphasis on special populations**

9. Council Agenda – VOTE Group 5:40

*The Committee will review the agenda for the next full Council meeting.*
10. Next Meeting Dates & Agenda Items – VOTE Group 5:55

*The group will determine the next date of the Steering Committee, given that February 15<sup>th</sup> 2016 is a holiday.*



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HIV Health Services Planning Council  
STEERING COMMITTEE  
Thursday, January 21st, 2016  
HIV Health Services  
25 Van Ness, 8th floor  
4:00-6:00 pm

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**Committee Members Present:** Bill Ledford, Ken Pearce, Michael Smithwick, Chip Supanich (Co-Chair), Eric Sutter (Co-Chair), Linda Walubengo (Co-Chair)

**Committee Members Absent:** Cicily Emerson [E], Charles Siron [E- proxy: Chip Supanich], Rachel Lozada [A]

**Others Present:** Chuck Adams, Dean Goodwin [DPH HHS]

**Support Staff Present:** Ali Cone, Dave Jordan, Mark Molnar, Liz Stumm

### *Draft Minutes*

#### 1. Introductions

The meeting was called to order at 4:07 by Co-Chair Sutter. Everyone introduced themselves and quorum was established.

#### 2. Review/Approve January 21<sup>st</sup> 2016 DRAFT Agenda – VOTE

The January 21<sup>st</sup>, 2016 DRAFT Agenda was reviewed and approved by consensus.

#### 3. Review/Approve November 16<sup>th</sup> 2015 DRAFT Minutes – VOTE

The November 16<sup>th</sup>, 2015 DRAFT Minutes were reviewed, amended, and approved by consensus.

#### 4. Announcements

- CS Cone announced new Council Staff member Liz Stumm.

#### 5. Public Comment

- None.

#### 6. HIV Health Services Update

- Dean Goodwin reported:
- We just received an official letter from HRSA stating that the Part A award will be delayed. We will start out with a partial award, which is 80% of our supplemental and should be enough for 3-4 months.
  - The reason it was delayed was because HHS did not receive its final budget from Congress.
  - They don't expect there to be any sizable shifts in funding. He will keep us posted.
  - Since we've lost the Hold Harmless Clause on the floor, we will be pretty static or there will be a slight decrease in our share of the epidemiology nationally.
- Still in the process of filling Celinda's position, will keep you posted.
- We will be adding CODB, a onetime increase to Ryan White funded agencies. On Monday, we will have some numerology on that in a written HHS report.
- Questions about the resource guide and website:
  - We made it more mobile friendly. Let us know if there's any issues with the website or resource guide.

- CM Hernandez inquired if the guide is downloadable as a pdf.
- Dean Goodwin noted that you can download the file on your mobile device but it is a large file to be saved. He mentioned that there will also be 6,500 copies that are printed in English and Spanish.

## 7. Committee and Work Group Reports- VOTE

*The Committee discussed the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensured linkage of Committee activities to the Full Council.*

- Consumer & Community Affairs Update
  - CM Ledford reported that it was an intense discussion meeting. Discussed needs assessment re: mental health. Motion coming to the Steering Committee.
  - CM Hernandez- There were two COLA updates from San Mateo and Marin. They will be presented on Monday at the Full Council Meeting.
- Government and Provider Affairs Update
  - CM Pearce reported:
    - The Dignity Fund will come back in March for a presentation.
    - Presentations on the SPNS programs- HHOME (HIV Homeless Outreach Mobile Engagement), and the Trans Access program- will present on Monday.
    - COLA presentation
      - Additions to presentation from other sources.
      - Discussed an offer to present to other counties' Councils.
- Membership Committee Update
  - CS Molnar reported:
    - Membership renewed Margot Antonetty and Lee Jewell.
    - Discussion around committee assignments- will ask GPA and CCA to send one member to Membership.
- PLWH Advocacy Group
  - Co-Chair Supanich reported:
    - Went over progress of Joint Leadership work group.
    - Compared motions from 2014 approved by Full Council.
    - Discussed the roadmap/timeline.
- Joint Leadership Work Group Update:
  - Co-Chair Supanich reported:
    - Discussed the Council size of being 40 as the maximum number upon attrition.
    - Discussed the name of the council- brainstormed key words. The decision will be made at a Joint Council meeting to enfranchise both full Councils.
    - Roadmap for remaining 6 months- agreed on a May vote for the merge.
    - Discussed that there will be a separate P&P work group.
    - Approved several bylaws, about half way done and they will be presented at a Joint Council Meeting.
    - 1 or 2 Joint Council meetings- one in May, possibly one in March.
    - Government Co-Chairs will be a shared role between HHS and CHEP. Dean and Eileen presented on the job description for this position.
- Integrated Planning Work Group Update:
  - No Update, first meeting 1/26, 3:00 - 5:00
- Policy and Procedure Update
  - No Update, first meeting 2/4, 3:00-5:00

- HIV Health Care Reform Task Force Update:
  - CS Cone reported that there was a discrepancy between Medi-Cal eligibility at state advisory board level versus what's being implemented in the field.
  - FOG- next plans, there will be training potentially in March.
  - Dean Goodwin noted that Kevin stepped into the ADAP Coordinator role and brought back ADAP numbers and client satisfaction surveys.
  - CS Molnar noted that there was discussion on the grace period of transferring from the MEDS system to the ADAP system. Clients were not able to access ADAP because they were still enrolled on the MEDS system.
  - CS Cone noted that there were difficulties surrounding inter-county transfers, easier to disenroll than transfer.
- Getting to Zero
  - Co-Chair Supanich- will be on GTZ Steering Committee and asked that it be added to the list of reports back to Steering.

#### 8. 2016 Needs Assessment- VOTE

- The Committee considered the motion from CCA re: the target chosen for the 2016 needs assessment.
  - **Motion: An inclusive needs assessment of people with mental health challenges in order to provide a broad spectrum comparison, with an emphasis on special populations.**
  - CM Pearce inquired about emphasizing limitations of the needs assessment.
    - CS Jordan noted that the former concern about statistically significant data was in regard to the COLA's and not the needs assessment. Needs assessments have larger sample sizes.
  - Co-Chair Supanich inquired about finding people that are "self-assessed" if they're not engaged in mental health care programs?
    - CS Jordan spoke to outreach strategies/techniques.
  - Co-Chair Walubengo wanted to emphasize reaching out to providers in Bayview-Hunter's Point to reach older women of color.
  - CS Jordan would like suggestions regarding strategy and outreach, if CM's have emails or phone numbers of leads that would be helpful.
  - Co-Chair Supanich spoke in favor of this motion. Wants to ensure comprehensive, broad based outreach.
  - CM Ledford moved to call the question. Co-Chair Sutter seconded.
  - **VOTE: Move to Call to Question Motion Passes. See attached: Column [1] for vote breakdown.**
  - **VOTE: Needs Assessment Motion Passes. See attached: Column [2] for vote breakdown.**

#### 9. Council Agenda – VOTE

- Reworked agenda
- Agenda approved by consensus.
- **VOTE: Motion Passes. See attached: Column [3] for vote breakdown.**

#### 10. Next Meeting Dates & Agenda Items- VOTE

- The next Steering Committee meeting is tentatively scheduled for Thursday, February 18<sup>th</sup> 2016 at 25 Van Ness 8th floor Conference Room from 4-6pm.
- Co-Chair Sutter moved to move date to February 18<sup>th</sup>.
- Co-Chair Supanich seconded.

- **VOTE: Motion Passes. See attached: Column [4] for vote breakdown.**

# 11. Adjournment

The meeting was adjourned at 5:16 pm by Co-Chair Sutter.

## Steering Committee

### HIV Health Services Planning Council

Roll Call: P=Present; A=Absent; E=Excused; L=Leave of Absence

Votes: Y=Yes; N=No; B=Abstain; R=Recused (deduct from quorum)

Date: January 21st, 2016	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. Cicily Emerson (GPA)	E	-	-	-	-				
2. Wade Flores (CCA)	A	-	-	-	-				
3. Ron Hernandez (At-Large)	P	Y	Y	Y	Y				
4. Bill Ledford (CCA)	P	Y	Y	Y	Y				
5. T.J. Lee (Membership)	A	-	-	-	-				
6. Ken Pearce (GPA)	P	Y	Y	Y	Y				
7. Charles Siron (Membership)	E	Y	Y	Y	Y				
8. Michael Smithwick (At-large)	P	Y	Y	Y	Y				
9. Chip Supanich (Council Co-Chair)	P	Y	Y	Y	Y				
10. Eric Sutter (Council Co-Chair)	P	Y	Y	Y	Y				
11. Rachel Lozada (At-Large)	A	-	-	-	-				
12. Linda Walunbengo (Council Co-Chair)	P	Y	Y	Y	Y				
1. Chuck Adams	P								
2. Dean Goodwin	P								
Ayes		8	8	8	8				
Nays									

Friendly reminder that because of the holiday this month, Steering has been moved to **Thursday, February 18<sup>th</sup>**.

It will be from 4-6 pm at 25 Van Ness, 8<sup>th</sup> floor conference room.

Thanks!

Ali Cone

Program Manager  
San Francisco HIV Health Services Planning Council  
730 Polk Street, 3rd Floor  
San Francisco, CA 94109  
Direct: 415.674.4751 Fax: 415.674.0373  
[www.sfcarecouncil.org](http://www.sfcarecouncil.org)

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HIV Health Services Planning Council  
STEERING COMMITTEE  
Thursday, February 18<sup>th</sup> 2016  
Human Rights Commission  
25 Van Ness, 8<sup>th</sup> Floor, Suite 800  
4:00 – 6:00 pm

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*Draft Agenda*

1. **Introductions** Group 4:00
2. **Review/Approve February 18<sup>th</sup> 2016 DRAFT Agenda – VOTE** Group 4:02
3. **Review/Approve January 21<sup>st</sup> 2016 DRAFT Minutes – VOTE** Group 4:05
4. **Announcements** Group 4:07
5. **Public Comment** Group 4:10
6. **HIV Health Services Update** Bill Blum and Dean Goodwin 4:15
7. **Committee and Work Group Reports – VOTE** Group 4:30
  - Consumer and Community Affairs Update
    - Community Outreach and Listening Activities
  - Government and Provider Affairs Update
  - Membership Committee Update
  - PLWH Advocacy Group Update
  - Joint Leadership Work Group Update
  - Integrated Plan Work Group
  - Policy and Procedure Work Group
  - HIV Health Care Reform Task Force Update – **NO UPDATE**
  - Getting to Zero
8. **Part B Funding – VOTE** Group 5:15

*The Committee will review and vote upon additional resource allocation for Part B funds.*
9. **March Joint Meeting – VOTE** Group 5:40

*The Committee will vote upon having a joint council meeting with the HPPC in March.*
10. **Council Agenda – VOTE** Group 5:50

*The Committee will review the agenda for the next full Council meeting.*

## 11. Next Meeting Dates & Agenda Items – VOTE

Group 5:55

*The next Steering Committee meeting is tentatively scheduled for Tuesday, March 21<sup>st</sup> 2016 at 25 Van Ness, 8<sup>th</sup> Floor Suite 800, from 4-6 pm.*

## 12. Adjournment

Group 6:00

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**Note:** Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

### ***Steering Committee Mission Statement***

***The primary responsibility of the Steering Committee is to oversee the work of all of the Council's active committees and ad hoc committees, as well as interface with representatives from the Department of Public Health HIV Health Services office.***

---

The Steering Committee of the HIV Health Services Planning Council is made up primarily of the co-chairs of the Council's other committees and at-large members. The primary responsibility of the Steering Committee is to oversee the work of all of the Council's active committees and ad hoc committees, as well as interface with representatives from the Department of Public Health HIV Health Services office; it is also responsible for creating and finalizing the agenda for the upcoming Council meeting.

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HIV Health Services Planning Council  
730 Polk Street, 3<sup>rd</sup> Floor, San Francisco, CA 94109  
San Francisco Department of Public Health, HIV Health Services Office  
25 Van Ness Avenue, 5th Floor, San Francisco, CA 94102

*The meeting facility is wheelchair accessible. The closest accessible BART Station is Civic Center, three blocks from City Hall. Accessible MUNI lines serving this location are: #47 Van Ness, and the #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142. There is accessible parking in the vicinity of City Hall at Civic Center Plaza and adjacent to Davies Hall and the War Memorial Complex.*

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### ***Know Your Rights under the Sunshine Ordinance***

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. The Sunshine Ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, by phone at (415) 554-7724, by fax at (415) 554-7854 or by email at [sotf@sfgov.org](mailto:sotf@sfgov.org). Citizens may obtain a free copy of the Sunshine Ordinance by printing Chapter 67 of the San Francisco Administrative Code on the Internet, at <http://www.sfbos.org/index.aspx?page=4463>

*The Planning Council has several standing Committees where Council business and creation of motions for full-Council action occur, and members of the public are urged to attend. Council procedures do not permit: 1) persons in the audience at Council meeting to vocally express support or opposition to statements by Council members or by other persons testifying, outside of public comment; 2) ringing and use of cell phones, pagers, and similar sound-producing electronic devices; 3) signs to be brought into the meeting or displayed in the room; 4) standing in the meeting room. Citizens are encouraged to testify*



at Committee meetings and to write letters to the co-chairs of a Committee or to Council members, c/o HIV Health Services Planning Council, 730 Polk Street, 3rd Floor, San Francisco, CA 94109. Agendas are available on the Internet at <http://www.sfcarecouncil.org>.

THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT

HIV Health Services Planning Council Offices, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.





HIV Health Services Planning Council  
STEERING COMMITTEE  
Thursday, February 18th, 2016  
HIV Health Services  
25 Van Ness, 8th floor  
4:00-6:00 pm

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**Committee Members Present:** Wade Flores, Bill Ledford, Ken Pearce, Chip Supanich (Co-Chair), Linda Walubengo (Co-Chair)

**Committee Members Absent:** Cicily Emerson [E], Ron Hernandez [E], TJ Lee [E], Rachel Lozada [A], Charles Siron [E: Proxy Chip Supanich], Michael Smithwick [E], Eric Sutter [E]

**Others Present:** Chuck Adams, Dean Goodwin [DPH HHS]

**Support Staff Present:** Ali Cone, Dave Jordan, Mark Molnar, Liz Stumm,

### *Draft Minutes*

#### 1. Introductions

The meeting was called to order at 4:09 by Co-Chair Supanich. Everyone introduced themselves and quorum was established.

#### 2. Review/Approve February 18th 2016 DRAFT Agenda – VOTE

The February 18th, 2016 DRAFT Agenda was reviewed and approved by consensus.

#### 3. Review/Approve January 21<sup>st</sup> 2016 DRAFT Minutes – VOTE

The January 21<sup>st</sup>, 2016 DRAFT Minutes were reviewed, amended, and approved by consensus.

#### 4. Announcements

- CM Flores announced that he was nominated as a Co-Chair of the Marin Care Council.

#### 5. Public Comment

- None.

#### 6. HIV Health Services Update

- Dean Goodwin reported:
  - Received letter from HRSA in January stating that all EMA grantees will be receiving a partial award of 80% of FY 2015 Formula and MAI award amounts. HAB reported that there will only be minor fluctuations across Part A jurisdictions.
  - Ryan White Part B Award: The State Office of AIDS sent an email asking counties if they anticipated having any RWPB funds unspent, if they had enough funding or if they could use more.
    - HHS responded that they could always use additional one time funding. HHS submitted a request of an additional one-time funding of \$120,000 for food/delivered meals and \$56,400 for a data import project. The request was successful and implemented in December.
  - Last week, HHS received notice of RWPB award for FY 2016-17 from the State. HHS was then notified that they had the option to request additional Part B funding.

- HHS met with 3 Co-Chairs and the HHSPC director to discuss options. Decided to ask for 15% of their total RW funding to be used for a one-time increase to offset operating expenses.
- The application was accepted and RWPB funded community programs will be awarded an additional \$283,924 for operating expenses in 2016-17.
  - CM Pearce encouraged HHS to be more proactive about Part B funding.
- There are two quality management trainings this week on de-escalation. The first training today was very successful and had a large turn-out.
  - Co-Chair Walubengo encouraged HHS to post future trainings on their website.
- The resource guides are ready to be sent out and he will bring copies to the Full Council meeting. The guide is also available online.
- There will be a HHS provider meeting on Feb 19<sup>th</sup> from 3-5 at 25 Van Ness. We will review new requirements related to caps on administrative costs, budget detail and invoicing.

## 7. Committee and Work Group Reports- VOTE

*The Committee discussed the work of Council Committees and Work Groups, communication between Committee Co-Chairs and ensured linkage of Committee activities to the Full Council.*

- Consumer & Community Affairs Update:
  - CM Flores announced that CCA had a short meeting, where they went over the COLA's and Needs Assessment in terms of priority. Gina Gemello gave an HCAP update.
  - CS Jordan gave an update about the Need Assessment progress.
    - CM Pearce suggested Jessie Murphy from Alliance as a resource.
- Government and Provider Affairs Update:
  - CM Pearce reported that GPA organized the calendar of presentations for the Full Council.
  - Mark Ryle presented on Project Open Hand and UCSF's food security needs assessment.
- Membership Committee Update
  - CS Molar reported that TJ Lee's and Eric Sutter's memberships were approved for renewal.
  - CM Pearce inquired about the status of council member's awaiting to be approved by the Mayor's office.
    - It was reported that they are still awaiting approval.
  - CS Molnar reported that Eric Sutter will be moving from GPA to the Membership Committee.
- PLWH Advocacy Group
  - No Update. The group will meet on 4/20/16.
- Joint Leadership Work Group Update:
  - Co-Chair Supanich reported that the group voted on several bylaw changes.
  - They discussed merge council names, but they will decide on a name at the merged meeting
  - The group discussed committee makeup and functions. Functions of Care and Prevention committee and work groups will be discussed and compared at the next meeting.
- Integrated Planning Work Group Update:
  - CS Molnar reported that the group had its first meeting. There was a dearth of Care Council members in attendance. Ben Cabangun was elected single chair of the committee. Co-Chair Supanich volunteered to present information to the Care council.
  - The group decided to have a fixed membership which will be decided on at the next meeting. The group will have a full day retreat on a Friday in April. The group will have 3 hour meetings.
  - The Scope of work was discussed by the consultants.
  - Council members who would like to join this work group are encouraged to contact council staff of their intent or attend the next meeting.

- Co-Chair Supanich will reach out to Council members encouraging them to become members due to lack of Care representation.
- Policy and Procedure Update:
  - CM Ledford reported that he and David Gonzales were nominated as co-chairs.
  - The group voted that quorum would be established at the beginning of the meeting and would not be kept if members left the meeting.
  - The group voted that 25% of PLWH representation will only be required for full council meetings.
  - CM Pearce expressed concern about 25% PLWH representation at every meeting not being a requirement. He feels that this is one of the Care Council's core policies.
  - The policies voted on at the P&P work group will be discussed at the merged council meeting in March and the Joint Leadership Work Group meeting.
- HIV Health Care Reform Task Force Update:
  - No Update.
- Getting to Zero Update:
  - Co-Chair Supanich noted that he attended the Steering meeting where they discussed the budget brought forward to Barbara Garcia. The ask was substantial but mental health and substance use won't be on budget. The committee decided to include the Trans committee into the budget and ask as well.
  - CS Molnar noted that the Stigma Committee is working on a budget focusing on communities that are having the most challenges with stigma.
  - CS Molnar noted that Getting to Zero will be a highly featured component in the Integrated Plan.

#### 8. Part B Funding- VOTE

- The Committee reviewed and voted upon additional resource allocation for Part B funds.
- **MOTION: The Committee supports additional resource allocation for Part B funds.**
- **CM Pearce moves the motion.**
- **CM Ledford seconds the motion.**
- **VOTE: Motion Passes. See column [1] for vote breakdown.**

#### 9. March Joint Meeting- VOTE

- The Committee discussed having a joint council meeting with the HPCC in March.
- **MOTION: To have a joint council meeting with the HPCC in March.**
- **CM Ledford moves the motion.**
- **Co-Chair Walubengo seconds the motion**
- **VOTE: Motion Passes. See column [2] for vote breakdown.**

#### 10. Council Agenda – VOTE

- The Committee discussed the Full Council meeting's agenda.
- **MOTION: The Committee approves the Full Council meeting's agenda.**
- **CM Pearce moves the motion.**
- **CM Ledford seconds the motion.**
- **VOTE: Motion Passes. See column [3] for vote breakdown.**

#### 11. Next Meeting Dates & Agenda Items- VOTE

- The next Steering Committee meeting is tentatively scheduled for Monday March 21<sup>st</sup> 2016 at 25 Van Ness 8th floor Conference Room from 4-6pm.

#### 12. Adjournment

The meeting was adjourned at 5:14pm by Co-Chair Supanich.

# Steering Committee

## HIV Health Services Planning Council

Roll Call: P=Present; A=Absent; E=Excused; L=Leave of Absence

Votes: Y=Yes; N=No; B=Abstain; R=Recused (deduct from quorum)

Date: February 18, 2016	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. Cicily Emerson (GPA)	E	-	-	-					
2. Wade Flores (CCA)	P	Y	Y	Y					
3. Ron Hernandez (At-Large)	E	-	-	-					
4. Bill Ledford (CCA)	P	Y	Y	Y					
5. T.J. Lee (Membership)	E	-	-	-					
6. Ken Pearce (GPA)	P	Y	Y	Y					
7. Charles Siron (Membership) Proxy: Chip Supanich	E	Y	Y	Y					
8. Michael Smithwick (At-large)	E	-	-	-					
9. Chip Supanich (Council Co-Chair)	P	Y	Y	Y					
10. Eric Sutter (Council Co-Chair)	E	-	-	-					
11. Rachel Lozada (At-Large)	A	-	-	-					
12. Linda Walunbengo (Council Co-Chair)	P	Y	Y	Y					
1. Chuck Adams	P	-	-	-					
2. Dean Goodwin	P								
Ayes		6	6	6					
Nayes									



HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday, March 21<sup>st</sup> 2016  
Human Rights Commission  
25 Van Ness, 8<sup>th</sup> Floor, Suite 800  
4:00 – 6:00 pm

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*Draft Agenda*

1. Introductions Group 4:00
2. Review/Approve March 21<sup>st</sup> 2016 DRAFT Agenda – VOTE Group 4:02
3. Review/Approve February 18<sup>th</sup> 2016 DRAFT Minutes – VOTE Group 4:05
4. Announcements Group 4:07
5. Public Comment Group 4:10
6. HIV Health Services Update Dean Goodwin 4:15
7. Public Policy Update R. Lee Jewell 4:30
8. HPPC and Community Health Equity & Promotion Update Group 4:45
9. CDPH Office of AIDS Update Group 5:00
10. Committee and Work Group Reports – VOTE Group 5:15
  - Consumer and Community Affairs Update
    - Community Outreach and Listening Activities
  - Government and Provider Affairs Update
  - Membership Committee Update
  - PLWH Advocacy Group Update
  - Joint Leadership Work Group Update
  - Integrated Plan Work Group
  - Policy and Procedure Work Group
  - HIV Health Care Reform Task Force Update – NO UPDATE
  - Getting to Zero
11. Eligibility Criteria – VOTE Group 5:30
12. Meeting Evaluation Dave Jordan 5:40

*The Committee will update the Eligibility Criteria for consumers of RWPA services.*

*The Committee will receive a report on meeting evaluation results from the recent joint meeting with the HPPC.*

### 13. Council Agenda – VOTE

Group 5:50

*The Committee will review the agenda for the next full Council meeting.*

### 14. Next Meeting Dates & Agenda Items – VOTE

Group 5:55

*The next Steering Committee meeting is tentatively scheduled for Monday, April 18<sup>th</sup> 2016 at 25 Van Ness, 8<sup>th</sup> Floor Suite 800, from 4-6 pm.*

### 15. Adjournment

Group 6:00

---

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---

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HIV Health Services Planning Council  
730 Polk Street, 3<sup>rd</sup> Floor, San Francisco, CA 94109  
San Francisco Department of Public Health, HIV Health Services Office  
25 Van Ness Avenue, 5th Floor, San Francisco, CA 94102

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**THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT**  
**HIV Health Services Planning Council Offices, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.**



Hello everyone,

Today's Steering Committee Meeting has been CANCELED.

The Joint Leadership Work Group meeting will occur on its regularly scheduled day, this Thursday 4:00 - 6:00 at the SF AIDS Foundation, 3rd Floor Swing Space. The agenda for this meeting will be sent out later today.

Mark Molnar

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cancelled

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HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday, April 18<sup>th</sup> 2016  
Human Rights Commission  
25 Van Ness, 8<sup>th</sup> Floor, Suite 800  
4:00 – 6:00 pm

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*Draft Agenda*

1. Introductions Group 4:00
2. Review/Approve April 18<sup>th</sup> 2016 DRAFT Agenda – VOTE Group 4:02
3. Review/Approve February 18<sup>th</sup> 2016 DRAFT Minutes – VOTE Group 4:05
4. Announcements Group 4:07
5. Public Comment Group 4:10
6. HIV Health Services Update Dean Goodwin 4:15
7. Committee and Work Group Reports – VOTE Group 4:45

- Consumer and Community Affairs Update
  - Community Outreach and Listening Activities
- Government and Provider Affairs Update
- Membership Committee Update
- PLWH Advocacy Group Update
- Joint Leadership Work Group Update
- Integrated Plan Work Group
- Policy and Procedure Work Group
- HIV Health Care Reform Task Force Update – NO UPDATE
- Getting to Zero

8. Eligibility Criteria – VOTE Group 5:15

*The Committee will update the Eligibility Criteria for consumers of RWPA services.*

9. Recognition of SF EMA HIV Health Services Planning Council – VOTE T.J. Lee 5:30

*The Committee will discuss approaching the Board of Supervisors regarding a proclamation acknowledging the history and work of the HHSPC and the end of the HHSPC due to the upcoming merge.*

10. Meeting Evaluation Dave Jordan 5:40

*The Committee will receive a report on meeting evaluation results from the recent joint meeting with the HPPC.*

**11. Council Agenda – VOTE**

**Group 5:50**

*The Committee will review the agenda for the next full Council meeting.*

**12. Next Meeting Dates & Agenda Items – VOTE**

**Group 5:55**

*The next Steering Committee meeting is tentatively scheduled for Monday, May 16<sup>th</sup> 2016 at 25 Van Ness, 8<sup>th</sup> Floor Suite 800, from 4-6 pm.*

**13. Adjournment**

**Group 6:00**

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**Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.**

***Steering Committee Mission Statement***

***The primary responsibility of the Steering Committee is to oversee the work of all of the Council's active committees and ad hoc committees, as well as interface with representatives from the Department of Public Health HIV Health Services office.***

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The Steering Committee of the HIV Health Services Planning Council is made up primarily of the co-chairs of the Council's other committees and at-large members. The primary responsibility of the Steering Committee is to oversee the work of all of the Council's active committees and ad hoc committees, as well as interface with representatives from the Department of Public Health HIV Health Services office; it is also responsible for creating and finalizing the agenda for the upcoming Council meeting.

*Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.*

*HIV Health Services Planning Council  
730 Polk Street, 3<sup>rd</sup> Floor, San Francisco, CA 94109  
San Francisco Department of Public Health, HIV Health Services Office  
25 Van Ness Avenue, 5th Floor, San Francisco, CA 94102*

*The meeting facility is wheelchair accessible. The closest accessible BART Station is Civic Center, three blocks from City Hall. Accessible MUNI lines serving this location are: #47 Van Ness, and the #71 Haight/Noriego and the F Line to Market and Van Ness and the Metro stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call 923-6142. There is accessible parking in the vicinity of City Hall at Civic Center Plaza and adjacent to Davies Hall and the War Memorial Complex.*

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*The Planning Council has several standing Committees where Council business and creation of motions for full-Council action occur, and members of the public are urged to attend. Council procedures do not permit: 1) persons in the audience at Council meeting to vocally express support or opposition to statements by Council members or by other persons testifying, outside of public comment; 2) ringing and use of cell phones, pagers, and similar sound-producing electronic devices; 3) signs to be brought into the meeting or displayed in the room; 4) standing in the meeting room. Citizens are encouraged to testify at Committee meetings and to write letters to the co-chairs of a Committee or to Council members, c/o HIV Health Services Planning Council, 730 Polk Street, 3rd Floor, San Francisco, CA 94109. Agendas are available on the Internet at <http://www.sfccarecouncil.org>.*

**THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT**

**HIV Health Services Planning Council Offices, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.**







HIV Health Services Planning Council  
STEERING COMMITTEE  
Monday, April 18<sup>th</sup>, 2016  
HIV Health Services  
25 Van Ness, 8th floor  
4:00-6:00 pm

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**Committee Members Present:** Chuck Adams, Wade Flores, Ron Hernandez, T.J. Lee, Charles Siron, Chip Supanich (Co-Chair), Eric Sutter, Linda Walubengo (Co-Chair)

**Committee Members Absent:** Cicily Emerson [E], Ken Pearce [E]

**Others Present:** Dean Goodwin, Kevin Hutchcroft, Michael Petrelis

**Support Staff Present:** Dave Jordan, Liz Stumm

### *Draft Minutes*

#### 1. Introductions

The meeting was called to order at 4:01 by Co-Chair Supanich. Everyone introduced themselves and quorum was established.

#### 2. Review/Approve April 18<sup>th</sup> 2016 DRAFT Agenda – VOTE

The April 18<sup>th</sup>, 2016 DRAFT Agenda was reviewed and approved by consensus.

#### 3. Review/Approve February 18<sup>th</sup> 2016 DRAFT Minutes – VOTE

The February 18<sup>th</sup> 2016 DRAFT Minutes were reviewed and approved by consensus.

#### 4. Announcements

- CM Siron announced that our dear friend and Council member Bill Ledford passed away this Saturday.
- The group took a moment of silence to honor the passing of Bill.

#### 5. Public Comment

- Michael Petrelis noted that he is experiencing difficulties with the wait times at dental appointments. It requires 3 hours to get a basic dental appointment at UoP and UCSF. He would like the Council to consider this barrier when assessing the efficiency of services.

#### 6. HIV Health Services Update

- Dean Goodwin reported:
- We've had a lot of site visits from HRSA (Part B, C & D). We have a large data report that we will bring that to the merged council.
- We are in the final stages of filling Celinda's position, and we will be fully staffed next month.
- Co-Chair Supanich inquired about when you will hear from HRSA about the balance of the full award.
  - Dean Goodwin anticipates getting the full award in May, the initial analysis indicated minor fluctuations.

#### 7. Committee and Work Group Reports- VOTE

- Consumer & Community Affairs Update:
  - CM Flores noted that Gina Gemello gave an HCAP update.

- CS Jordan gave an update about the progress of the COLA: He has been in conversation with Timothy Foster about putting together a COLA for African American long-term survivors at the SF AIDS Foundation.
- CS Jordan gave an update about the Needs Assessments: There has been two meetings where a survey instrument, flyer and outreach strategy were developed. We have hired an intern to help with the one-on-one interviews that began last week. He plans to start the focus groups next week. The work group is looking to potentially have a focus group specifically for Women/Trans Women.
- Government and Provider Affairs Update:
  - CS Stumm reported that three presentations were reviewed: MSM Progression on the HIV Care Continuum, UCSF Study on HIV and Employment and the HCAP Annual Report.
- Membership Committee Update
  - CM Lee noted that a letter of warning to one council member, who has one month to correct their attendance before probation. There were two requests of leave of absences. The committee reviewed a perspective membership application and interviewed the applicant. The Committee will recommend Ken Hornby's application to the full council.
- PLWH Advocacy Group
  - No Update. The group will meet on 5/18/16.
- Joint Leadership Work Group Update:
  - CM Sutter reported that the group reviewed and amended the membership application.
- Integrated Planning Work Group Update:
  - The IPWG Retreat will be on Wednesday June 8<sup>th</sup> from 10AM- 4PM.
  - The consultants are putting together focus groups with providers. They will also attend the next PLWH Advocacy Group to gain insight on ways to improve the existing prevention and care system across several categories.
- Policy and Procedure Update:
  - CS Stumm reported that the policies that passed were: Agenda setting, Progression of motions, Meeting procedure, DPH Government Co-Chair Role and Meeting Attendance.
  - CM Lee voiced concern about the time frame of getting everything passed before the merge date.
- HIV Health Care Reform Task Force Update:
  - No Update.
- Getting to Zero Update:
  - Co-Chair Supanich noted that the budget we are taking to Barbara Garcia is finished. Funding is moving upward and a PayPal link has been put on their website. They are asking local government to increase funding.
  - CS Jordan noted that he attended the Retention and Re-engagement Committee. They are working on developing a community forum, developing a CAB and creating a best practice guide. They are collaborating with the website onedegree.org that developed a parallel analogous resource guidance for retention and reengagement for service providers. The group is interested in presenting the guidance to the full council.

#### **8. Recognition of SF EMA HIV Health Services Planning Council- VOTE**

- CM Lee discussed approaching the Board of Supervisors regarding a proclamation acknowledging the history and work of the HHSPC and the end of the HHSPC due to the upcoming merge.
- CM Sutter expressed that this seems self-congratulatory. The work of the Care Council will continue with the merge.

- The group discussed reaching out to Prevention staff, in order for them to be acknowledged at the same time. The goal would be to get the proclamation by June at the first merged meeting.
- Council Staff will coordinate with Prevention to orchestrate this.
  - Dean Goodwin noted that HHS can help assist staff.

#### 9. Council Agenda – VOTE

- The Committee discussed the Full Council meeting's agenda.
- CM Lee voiced concern about the June merge date being feasible. He feels that the merge should be put off until September when more policies and procedures have passed. He suggested bringing this topic up at the Full Council meeting.
- Co-Chair Supanich responded that this topic should be discussed at the Joint Leadership Work Group. A conversation at the Full Council may be detrimental.
- CS Jordan noted the CS Cone is working diligently to merge the policies of Prevention and Care. From a staff perspective, the merge is doable.
- The group discussed the potential of having additional Policies & Procedures Work Group meetings to complete the scope of work.
- CM Lee will address this topic at the Joint Leadership Work Group meeting during the Policies & Procedures update.

#### 10. Eligibility Criteria- VOTE

- The Committee updated the Eligibility Criteria for consumers of RWPA services.
- Dean Goodwin noted that there is a correction: "Poverty, defined as an annual federal adjusted gross income equal or less than 150% of Federal Poverty Level".
- CM Siron moves to approve the Eligibility Criteria as amended.
- CM Sutter seconds the motion.
- VOTE: Motion Passes. See column [1] for a vote breakdown.

#### 11. Meeting Evaluation

- The Committee reviewed a report on the meeting evaluation results from the recent joint meeting with the HPPC.
- CS Jordan reported on the evaluation from the last merged council meeting. There were some points of contention for the naming activity, the sound in the room and the gender identification question on the application. Some members felt that the naming activity was haphazard and that the name should not have been decided due to low representation of both Care and Prevention Councils.

#### 12. Next Meeting Dates & Agenda Items- VOTE

- The next Steering Committee meeting is tentatively scheduled for Monday May 16<sup>th</sup> 2016 at 25 Van Ness 8th floor Conference Room from 4-6pm.

#### 13. Adjournment

The meeting was adjourned at 5:19 pm by Co-Chair Supanich.

#### Steering Committee

#### HIV Health Services Planning Council

Roll Call: P=Present; A=Absent; E=Excused; L=Leave of Absence

Votes: Y=Yes; N=No; B=Abstain; R=Recused (deduct from quorum)

Date: April 18, 2016	[roll]	[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
1. Cicily Emerson (GPA)	E	-							
2. Wade Flores (CCA)	P	Y							
3. Ron Hernandez (At-Large)	P	Y							
4. T.J. Lee (Membership)	P	Y							
5. Ken Pearce (GPA)	E	-							
6. Charles Siron (Membership)	P	Y							
7. Chip Supanich (Council Co-Chair)	P	Y							
8. Eric Sutter (Council Co-Chair)	P	Y							
9. Linda Walunbengo (Council Co-Chair)	P	Y							
1. Chuck Adams	P	Y							
Ayes		8							
Nayes									

Hi everyone,

In addition to GPA, **Membership and Steering have also been CANCELLED** this month. In lieu of Steering, there will be one more additional Joint Leadership meeting on Thursday, May 26<sup>th</sup>.

Since there are so many changes to the calendar this month, here is a list of remaining Council meetings:

**Policy & Procedure Work Group**

Thursday, May 5<sup>th</sup> 2-5 pm  
Alliance Health Project  
1930 Market St. Classroom 204

**PLWH Advocacy Group**

Wednesday, May 18<sup>th</sup> 3-5 pm  
25 Van Ness 3<sup>rd</sup> Floor Room 330A

**Joint Full Council Meeting**

Monday, May 23<sup>rd</sup> 4:30-7:30 pm  
25 Van Ness 6<sup>th</sup> Floor Room 610

**Integrated Plan Work Group**

Tuesday, May 24<sup>th</sup> 3-6 pm  
25 Van Ness 8<sup>th</sup> Floor Conference Room

**Joint Leadership Work Group**

Thursday, May 26<sup>th</sup> 4-6 pm  
25 Van Ness 3<sup>rd</sup> Floor Room 330A

Ali Cone

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